



**SOUTH PLAINS COLLEGE**



**STUDENT GUIDE  
2023-2024**

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## Welcome to South Plains College!

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 and Residence Life Handbook were designed by the Division of Student Affairs to help you learn 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 (SACSCOC) to award associate degrees. South Plains College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of South Plains College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

South Plains College strives to accommodate the individual needs of all students 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

Have additional questions? Visit us at one of the locations below or contact AskSPC via email or call (806) 716-2000.

**Levelland Campus**  
1401 S. College  
Levelland, TX 79336

**Lubbock Downtown Center**  
1625 13th St.  
Lubbock, TX 79401

**Lubbock Career & Technology Center**  
3907 Avenue Q  
Lubbock, TX 79412

**Reese Center**  
819 Gilbert Drive  
Lubbock, TX 79416

**Plainview Center**  
1920 W. 24th St.  
Plainview, TX 79072

## 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, Chairman, Levelland  
Ronny Alexander, Vice Chairman, Levelland  
Richard Ellis, Secretary, Levelland  
Jim Mara, Levelland  
Ty Gregory, Levelland  
Joe Tubb, Levelland  
Chris Edens, 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, Alcohol and Drug Prevention Committee, and the Website Advisory 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 Sciences 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**

#### **Julie Gerstenberger**

Administration Building, (806)716-2217

Mrs. Gerstenberger manages the College's Advancement division which includes the Office of Development and Alumni Relations and the Scholarship Office. These SPC offices are responsible for the College's overall development efforts including internal and external fund-raising and alumni relations and for scholarships acquisition and administration. Mrs. Gerstenberger also serves as the Executive Director of the South Plains College Foundation which is the separate nonprofit entity that manages funds which provide scholarships and other forms of support.

### **VICE PRESIDENT FOR STUDENT AFFAIRS**

#### **Dr. Stan DeMerritt**

Student Services Building, (806)716-2360

Dr. DeMerritt 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. Dr. DeMerritt is also the College's Title IX coordinator.

### **DEAN OF ADMISSIONS AND RECORDS**

#### **Kathryn Perez**

Student Services Building, (806)716-2370

Mrs. Perez 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**

#### **Alan Worley**

Technical Arts Center, (806)716-2339



Mr. Worley 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 DUAL ENROLLMENT AND DISTANCE EDUCATION**

**Ryan Fitzgerald**

Technical Arts Center, (806)716-2542

Mr. Fitzgerald supervises the College's distance education efforts, dual credit program and oversees partnerships with area high schools.

#### **DEAN OF HEALTH SCIENCES**

**Dr. Jerry Findley**

Department of Health Occupation, (806) 716-4635

Dr. Findley is responsible for the health sciences programs offered by South Plains College. He oversees the Allied Health and Nursing Departments. Each of these departments is directed by a chairperson who is a faculty member.

#### **DEAN OF LUBBOCK DOWNTOWN CENTER**

**Kara Martinez**

Lubbock Downtown Center, Room 1003A (806)716-4700

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

#### **DEAN OF STUDENTS**

**Dr. Lynne Cleavinger**

Student Services Building, (806) 716-2380

The Dean of Students is responsible for disciplinary adjudication at South Plains College as well as oversight of campus safety, parking, student life and residence life. In addition, the position 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.

## **Student Rights and Responsibilities**

South Plains College is committed to equitable, civilized, and concerned treatment for all individuals without regard for 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 on the Levelland Campus at the west entry to the Student Center on the brick pavers and in the quad area between the Administration building and the Student Center, at the Reese Center in the grassy area between buildings 1, 2 and 3, Plainview Center, Lubbock Downtown Center and Lubbock Career & Technology Center outside of the building but to the side of the entrance as to not impede entrance to the buildings.

### **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. For SPC centers the approval must come from the Director of the SPC Reese Center, the Dean of the Lubbock Downtown Center, the Executive Director of the Lubbock Career and Technical Center or 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 (SPC 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 or the appropriate center director (i.e., Executive Director of the Lubbock Career and Technical Center, Director of the Plainview Center, Dean of Lubbock Downtown Center and by the Director 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 a 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 using the online reporting tool found at <http://www.southplainscollege.edu/about/campussafety/complaints.php>.

Vice President for Student Affairs (Title IX Coordinator)  
Stan DeMerritt, Ph.D.  
South Plains College  
1401 S. College Avenue  
Levelland, TX 79336  
806-716-2360  
[complaints@southplainscollege.edu](mailto:complaints@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) - Dallas, Texas Office  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201-6810  
Phone: (214) 661-9600  
Facsimile: (214) 661-9587  
TDD#: (800) 877-8339  
Email: OCR.Dallas@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.

If 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 that 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:** Sexual contact or intercourse with a person without the person's consent including sexual contact or intercourse against the person's will or in a circumstance in which the person is incapable of consenting to the contact or intercourse. Sexual touching includes: Intentional contact with the breasts, groin, genitals, or mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

**Sexual Exploitation:** A situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to sexual voyeurism, invasion of sexual privacy, taking pictures, video or audio recording another in a sexual act without the consent of all involved in the activity, prostitution, exposing one's genitals in non-consensual circumstances.

### **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

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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 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.

## **Student Grievances**

A student grievance is a college related issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance.

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. Any grievance that falls under Policy FH, Sexual Harassment (Sexual and Gender-based Misconduct) will be handled following the procedures outlined in that policy. Policy FH covers Title IX related complaints such as sexual misconduct and sexual harassment.

## **Informal Dispute Resolution**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators.

1. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint.
2. 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.
3. 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 Dispute Resolution

To be considered, a formal complaint must be submitted in writing via a letter, email, or by using the online system at <http://www.southplainscollege.edu/about/campussafety/complaints.php>.

Students may request a conference with the Vice President for Student Affairs for further direction in initiating the process. Formal complaints should be submitted as soon as possible, but no later than six (6) months after the incident.

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 notify the complainant of the status or decision within fifteen (15) working days after receipt of the formal complaint. If the outcome is not to the student's satisfaction, the student has fifteen (15) working days to request a hearing.

The case official will convene and chair the hearing. The membership of the hearing body will be determined by the case official and will include a faculty member of the student's choice and a Student Government representative. Additional members may include deans, directors, chairpersons, or faculty members as deemed appropriate by the case official. Others may be invited to substantiate the case as deemed appropriate by the case official.

The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. Any sanctions or actions recommended by the hearing body will be carried out by the case official. The decision of the committee is final, yet subject to appeal.

## 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; Residence Life Handbook; SPC Parking and Traffic Regulations.

It is imperative that students 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 a student to present as their own any work which they have not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender

liable to serious consequences, possibly academic or disciplinary suspension. Initial offenses of cheating and plagiarism are considered academic discipline and are managed on a case by case basis by the faculty and academic administration through SPC Policy FAC - Academic Appeals Procedure. Repeat offenses will follow the student discipline procedures as outlined in this section.

### **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 textbook 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 whatever 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**

Students may not 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. Service Animals are dogs that are individually trained to do work or perform tasks for people with disabilities. Service Animals are permitted in every area on campus unless posted due to safety concerns. Students with Service Animals are not required to register with the Disability Services office, but notification is recommended.

Service Animals in Training are dogs undergoing training by an approved trainer, who is an agent of an organization generally recognized by agencies involved in the rehabilitation of persons who are disabled. SPC recognizes an approved trainer as "an individual who has been certified by an organization whose primary mission is to train animals for people with disabilities." Students who are training a service animal will be required to provide the Disability Services Office with contact information for the organization who certified them, as well as a copy of their individual certification.

Emotional Support Animals (ESA) are used in the treatment of a diagnosed condition. An ESA can be a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure. Reptiles (except turtles), barnyard animals, monkeys, kangaroos, and other non-domesticated animals are not considered common household pets. No snakes!! (HUD, 2020). ESAs are not allowed in any campus buildings with the exception of residence halls. ESAs must be registered and approved through the Disability Services Office before being brought onto campus. Any student who wishes to request an ESA accommodation should consult the Residence Life Handbook for more information.

Approved animals on campus must be under the direct control of the handler at all times. This can occur using a harness, leash, or other tether. The handler is responsible for the care and supervision of the animal. If an animal behaves in an unacceptable manner and the handler does not control the animal, South Plains College may ask for the

removal of the animal. The Service Animal or ESA itself is an extension of the student and therefore under the same code of conduct as the student. South Plains College has the right to deny access to Service and/or ESAs that are disruptive. The Service Animal and/or ESA's handler is responsible for repairing or replacing any property that may accidentally be damaged by the Service Animal or ESA. All Service Animals and ESAs must be vaccinated and licensed according to local or county ordinances.

For more detailed information on service animals and emotional support animals <http://www.southplainscollege.edu/health/disabilityservices.php>.

### **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 First Amendment of the Constitution of the United States of America).

### **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 or severe 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 orientation, 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.

Any on-line postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (i.e. not on College networks, websites or between College email accounts) will only be subject to this policy when those on-line behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the United States Constitution's First Amendment. Remedies for such conduct will be provided, but protected speech cannot be legally subjected to discipline.

### **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 or the appropriate dean or director on other campuses (Dean of Lubbock Downtown Center, the Director of the Plainview Center, Executive Director of Lubbock Career & Technology Center, Director of Reese 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.

### **Hazing**

Per Texas Education Code 51.936 Hazing is defined as any intentional, or reckless acts occurring on or off-campus by one or more persons directed against a student for the initiation, pledging, membership, or any other group-affiliation activity are prohibited and will result in strict disciplinary measures.

Acts of hazing include, but are not limited to physical brutality, sleep deprivation, exposure to the elements, confinement in a small space, violating the Penal Code, coercing a student to consume, food, liquid, drugs, or alcoholic beverages or similar activities that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

A Person commits a hazing offense if the person engages, solicits, encourages, directs, aids or attempts to aid another in hazing, or has first-hand knowledge of the planning or occurrence of specific hazing and fails to report that knowledge to the Dean of Students.



An organization commits a hazing offense if the organization condones or encourages hazing, or if an officer, members, pledges, or alumni of the organization commits or assists in the commission of hazing.

### **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 may result in up to a one-year suspension from the College.

### **Intimate Partner Violence or Dating Violence**

Abuse or violence, or a threat of abuse or violence, against a person with whom the respondent has or has had a social relationship of romantic or intimate nature is prohibited and will result in strict disciplinary measures.

### **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 if the student fails to properly observe safety procedures within the laboratory or shop.

### **Sexual Harassment**

Sexual harassment is a form of sex/gender discrimination and, therefore, an unlawful discriminatory practice. SPC has developed the following definition of sexual harassment, to address the special environment of an academic community. Sexual harassment is unwelcome, sexual, sex-based and/or gender-based, verbal, written, on-line and/or physical conduct. Anyone experiencing sexual harassment in any SPC program is encouraged to report it to the Title IX Coordinator or a deputy.

### **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. Violations of this policy may result in strict disciplinary measures to include suspension and possible criminal charges.

### **Student Dress**

Reasonable standards of decency apply to the College community. Students should not dress in a manner that 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 may 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 may result in strict disciplinary measures to include suspension and possible criminal charges.

### **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/fobs 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 made 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 that may include suspension, expulsion, 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 violation 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 SPC community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution 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 reporting parties choose to report to SPC officials, and that witnesses come forward to share what they know. To encourage reporting, SPC pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

### **Bystander Engagements**

Sometimes, students are hesitant to offer assistance for fear that they may get themselves in trouble (for example, a 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 amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the college will 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, particularly alcohol and other drug violations. The College may also notify parents/guardians of dependent students who are under age 21 of alcohol and/or drug policy violations. Where a

student is not a 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 (FERPA).

### **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, SPC 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.

### **Notation of Disciplinary Sanctions**

Any student who receives a sanction of disciplinary suspension or expulsion will have it documented on their academic transcript. The notation will indicate that the student "May not enroll for disciplinary reasons." It will also indicate "Disciplinary Suspension" and date eligible for return or "Disciplinary Expulsion." Upon completion of the disciplinary suspension time frame and/or required conditions of the sanction the transcript notation will be removed. Supplemental documentation regarding active sanctions may be released to other post-secondary institutions.

## **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 Lubbock Downtown Center, Executive Director of the Lubbock Career & Technical Center, Director of Reese Center, or the Director of the Plainview Center. The following are the common sanctions that may be imposed upon an individual student or a student organization singly or in combination:

### **Warning or Reprimand**

All offenses that may be punishable by reprimand or warning shall be regarded as minor offenses. These actions are cumulative and are considered official college actions and are recorded in the Office of the Dean of Students.

### **Referral to Health & Wellness**

Under certain situations, a student may be referred to Health and Wellness for counseling services. A set number of visits is established within a given amount of time. Failure to complete prescribed sessions will result in a hold being placed on the student's account for failure to comply. The hold may be lifted once the requirements for all sanctions have been fulfilled.

### **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 Lubbock Downtown Center, the Executive Director of the Lubbock Career & Technical Center, the Director of Reese Center, or the Director of the Plainview Center.

## **Course Grade Reduction**

Academic integrity violations may result in a course or assignment grade reduction.

## **Administrative Course Withdrawal**

A student may be administratively withdrawn from one or more courses as a result of behavior within the classroom for Academic Integrity violations. Any offense leading to administrative course withdrawal is regarded as a major offense.

## **Loss of Privileges**

Restricted from accessing specific privileges for a specific amount of time.

## **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.

## **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.

## **Involuntary Withdrawals**

When a student poses a direct threat to the health or safety of others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from South Plains College. See Interim Removal section for crisis protocol.

A "direct threat" means there is a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm. This is based on observation of a student's conduct, actions, and statements.



The Dean of Students or designee will review the report of behavior and what has been done to eliminate the direct threat.

The Dean of Students will notify the student of the concern and request a meeting with the student to discuss an individualized risk assessment to determine whether the student poses a direct threat to self or others. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent to the student's SPC email account and via text message notification. Students not responding to a request for meetings or assessments may result in a failure to comply violation as outlined in the student conduct policy.

### **Threat Assessment**

A threat assessment will be completed to determine if a direct threat exists, and if so, whether the student should be permitted to remain enrolled at South Plains College. The assessment will use a National Association for Behavior Intervention and Threat Assessment (NABITA) recommended threat assessment tool. Students with disabilities have the right to have their disability considered during the assessment. A written report containing the findings and recommendations of the professionals performing the assessment will be created.

Within five business days from the initial meeting with the student or five business days from the date of notice regarding the meeting, the student will be scheduled for a risk assessment. If a student elects not to participate in this assessment, the process will continue with the information that is otherwise available.

### **Involuntary Withdrawal Committee**

The assessment report will be reviewed by the Involuntary Withdrawal Committee. The committee is comprised of the following voting members: The instructional dean for the student's major, the Director of Health and Wellness, the South Plains College Chief of Police, the Dean of Students, and the Associate Dean of Students (if the student resides in residence halls). A hearing will be scheduled by the Dean of Students within five business days of the receipt of the assessment report. The Dean of Students will provide information from the assessment to the student prior to the hearing. The student may elect to attend the Involuntary Withdrawal Committee hearing and present information on their behalf. The student may be accompanied by one or more advisors. When deliberating the decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members present. The committee will recommend one of the following:

- The student may remain enrolled at the College with no restrictions.
- The student may remain enrolled at the College subject to specific conditions and/or restrictions as defined by the committee; or
- The student should be involuntarily withdrawn from the College upon a specific date.

The Dean of Students will notify the student in writing of the decision within five business days.

### **Appeals Process**

The student may appeal the decision of the Involuntary Withdrawal Committee by submitting a written appeal to the Vice President for Student Affairs within five business days. The student will be notified in writing of the final decision within five business days of the receipt of the appeal. The recommendations of the Involuntary Withdrawal Committee will be enforced until the appeal process is completed.

### **Final Decision**

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn is not allowed on college property without approval and escort by South Plains College Police. The student is entitled to refunds of prorated room and board charges as provided to all students exiting housing prior to the end of a semester. Refunds for tuition and fees will be based on the Refunds for Complete Withdrawal guidelines in the General Catalog. A registration hold will be placed on the student's record at the direction of the Dean of Students, limiting any subsequent registration until approval is given by the Dean of Students.

### **Eligibility for Readmission**

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student must present documentation to the Dean of Students for review. Documentation may include, but is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon re-enrollment. The documentation will be presented to the Involuntary Withdrawal Committee for recommendation to the Dean of Students. Readmission requests and documentation must be presented by March 1 for summer enrollment, May 1 for fall enrollment and October 1 for spring enrollment. Readmission will be contingent upon the demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

### **Interim Removal**

During the Involuntary Withdrawal Process, if the Dean of Students determines a student may pose a credible threat of immediate and substantial harm to one or more members of the campus community, or an overt disruption of the campus is occurring, a short-term removal may occur. In situations where an interim removal is necessary, the student will be given the opportunity to provide relevant information they believe shows they are not a threat to the campus community. The Dean of Students will determine need for interim removal. During the interim removal, the student may not attend classes, use College services and/or resources (unless expressly permitted by the Dean of Students), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the Dean of Students and the South Plains College Police Department. The full involuntary withdrawal process is still available to the student and will be conducted.

### **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.

### **Other Actions**

In addition to or in place of the above sanctions, SPC may assign any other sanctions as deemed appropriate.

## **Procedures for Disciplinary Action**

All offenses of misconduct, both minor and major (including Title IX), shall be dealt with by the Dean of Students, Associate Dean of Students, Dean of the Lubbock Downtown Center, the Executive Director of the Lubbock Career & Technical Center, the Director of Reese Center, or the Director of the Plainview Center except for those offenses that are regarded as academic issues. Academic issues shall be dealt with by the Dean of Arts and Sciences, the Dean of Technical Education, the Dean of Health Sciences, the Department Chair, or their designee. These individuals shall henceforth be referred to as Case Official. All offenses that may lead to a reduction in course grade, administrative withdrawal from a course, 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 Lubbock Downtown Center, Executive Director of the Lubbock Career & Technical Center, Director of Reese Center, Director of the Plainview Center, or a Title IX Investigator (as outlined in Policy FH) 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. In all Title IX cases that are not resolved through informal resolution, the case will go to a hearing body as indicated in Policy FH.

### **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 Lubbock Downtown Center, Executive Director of the Lubbock Career & Technical Center, Director of Reese Center, Director of the Plainview Center, Residence Life Coordinator, Instructional Dean of student's major, Department Chairperson of student's major, faculty member of student's choice and a Student Government representative. Only in situations involving criminal legal proceedings may the student request the representation of an attorney. However, the attorney may not speak on behalf of the student and the attorney does not have an active, participatory role in the process. If the student is allowed an attorney, an attorney representing South Plains College may also be in attendance. 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.

## **Student Appeals**

### **Conduct Violation Decision Appeals**

If 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.

**Title IX cases will follow SPC Policy FH rather than this process.**

All sanctions for conduct violation appeals 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 fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responding party.

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 hearing body'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, s/he 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, s/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, s/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 appeal 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.

### **Student Grievance Appeals**

Post-hearing, any party to a complaint that has been through the student grievance process may appeal the findings and/or sanctions, although only under the grounds described below.

The decision of the 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 over the area the original complaint was heard. Accused students or complainants must petition in writing within five (5) business days of receiving the written decision. 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 fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responsible party.

If the Vice President 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 and not subject to appeal.

### **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 Lubbock Downtown Center, the Executive Director of Lubbock Career & Technical Center, the Director of the Reese Center, or the Director of the Plainview Center. Traffic and parking regulations are described in the Campus

Parking and Traffic Regulations online or in the 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 or the SPC Catalog. Appeals regarding admission into specific programs should be directed to the respective departments responsible for those programs.

## **Student Clubs and Organizations**

South Plains College is committed to improving each student's life by creating an environment that fosters growth academically and socially for all students. Research shows (Schlossberg, 1989) that "mattering" - connecting with others and feeling that one's presence in the community matters - is the foundation for learning. The primary purpose of Student Clubs and Organizations is to support the mission of the Office of Student Life and, in turn, South Plains College by giving each student the opportunity to connect with others around a shared interest. Clubs and Organizations accomplish many incredible things: they provide all students with many balanced and diverse intellectual, cultural, spiritual, and social experiences that encourage student learning, personal development, and responsible living as a member of the broader community.

- Formation of New Clubs
- Handling of Club and Organizational Funds
- Club Sponsored Events
- Student Use of Facilities
- Posting and Distribution Guidelines
- Active Clubs and Organizations

### **Formation of New Clubs**

New student organizations may be formed as the need develops. Official recognition as a Student Club or Organization is a privilege, and prospective clubs must meet and maintain certain requirements to be recognized.

First, 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 (must be a genuine, shared student interest).
2. Membership requirements.
3. Proposed constitution.
4. Signature of faculty sponsors (2 minimum).
5. Signature of minimum of 10 petitioners.

Next, the student leader and one advisor must meet with the Director of Student Life to review the petition and discuss next steps. Final approval for new Student Clubs and Organizations is granted by the Student Government Association

(SGA) General Assembly during the Petition Review. A vote is held and status is granted upon an affirmative vote by a simple majority (50% + 1) of Senators and Club Representatives. The General Assembly meets the last Tuesday of every month at 3pm in the Oil Room and on Microsoft Teams (time and location may change). The General Assembly consists of the SGA Executive Board (President, VP, Secretary, Treasurer, Parliamentarian, and Historian), SGA Senators (2 from each SPC campus), and the Club Representatives. Each club is required to send at least one representative to the SGA General Assembly each month as a voting member. During the Petition Review, each currently active club gets one vote on matters outlined in the SGA Constitution. Prospective clubs presenting their petition do not get a vote until their petition is approved and they are sworn in as representatives of the SGA. Swearing in will take place at the subsequent General Assembly following club approval.

After official club status is granted by the SGA:

1. Clubs must hold a meeting with at least 10 members and vote to ratify their constitution.
2. Advisors must attend Advisor Training (one in the fall and one in the spring, attend whichever comes first)
3. Presidents must attend the presidents training session (one in the fall and one in the spring, attend whichever comes first).
4. Send one member to the monthly General Assembly as an active, engaged participant.

Clubs must also meet the following requirements to maintain their status as a Student Club:

1. Host 3 club events per semester.
2. Participate in 2 approved community service opportunities each semester (see Director of Student Life for approval or for the list of pre-approved opportunities).
3. Work collaboratively with the Office of Student Life.
4. Submit an Annual Report at the end of the year outlining club participation, event participation and outcomes, community service projects and student participation, fall transition plan, and other relevant information requested by the SGA / Director of Student Life.

## 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 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 first gain preliminary approval from the point person of the campus the proposed event will be held: Director of Student Life for the Levelland Campus, the Director of the Plainview Center for Plainview, the Dean of the Lubbock Downtown Center for Lubbock Downtown, the Director of the Reese Center for Reese, or the Executive Director of the Lubbock Career & Technical Center for Lubbock CTC.

After preliminary approval is granted from the appropriate individual above, clubs must bring their event proposal to the Student Government General Assembly. The General Assembly will review the events calendar to ensure the proposed event has no major conflicts and, after doing so, will hold a procedural vote to approve the proposed event. All club events must be approved by the General Assembly. This requires planning ahead and being prepared to meet before the General Assembly which meets once per month. Any event that is not approved may lead to the club being placed on probation or losing its official status and privileges, including access to club funds.

## 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 Dean of the Lubbock Downtown Center, the Executive Director of the Lubbock Career & Technology Center and the Director of the Plainview 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

Before posting or distributing petitions, handbills, signs, or pieces of literature, the student, registered student organization, individual or group must submit a copy of the material to be distributed to one of the following for approval prior to posting, based on location:

Levelland Campus - Director of Student Life

Lubbock Downtown Center - Dean of the Lubbock Downtown Center

Reese Center - Director of the Reese Center

Lubbock Career & Technical Center - Executive Director of the Lubbock Career & Technical Center

Plainview Center - Director of the Plainview Center

The materials to be posted or distributed must comply with Policy FBAB.

POSTED MATERIALS SHOULD BE REMOVED BY THE STUDENT, Individual OR ORGANIZATION no later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, care should be taken not to litter the area around which the material was posted.

## Active Clubs and Organizations

Club Name	Advisor
Advocates for Children Today	Stephanie Deering
Art Club	Scotty Hensler
Autistic and Neurodivergent Texans (ANT)	Nathan Ragland
Baptist Student Ministry (BSM)	Matt Berry
Behavioral Science	Dr. Julie Harris
Block and Bridle	Dave Cleavinger
Campus Ambassadors	Lindsey Boatright
Catholic Student Ministries (CSM)	Cathie McMahan
Criminal Justice Club	John Barnes
EMSO	Jacob Braddock
Casual & Competitive Gaming Club	Josh Meredith

History vs. Hollywood Humanities Club	Christina Bearden-White
Illustration Club	Delany Jackson
International Students Club	Be Nelson
Intramural Sports	Dustin Wimmer
Juntos Somos Mas	Sherley Rios
Phi Theta Kappa	Dr. Kristina Garrett
Physical Therapy Assistant Student Association (PTASA)	Jackie Underwood
Science Club	Shawn Horn
SPeCtra	Brant Farrar
STAR Center Organization	Manuel Cedillo
Student Government Association	Josh Meredith
Student Moms Club	Sharon Race
Texan HYPE	Josh Meredith
Texas Student Nursing Association	Jessica Williams
Travel Club	Dr. Elaine Ramzinski
Video Production Technology Club	Greg Cook
Webb Society	Cathie McMahan
Wesley Foundation	Hunter Hawkins

## Computer and Internet Resources

### TexanConnect

TexanConnect is available via the internet to all new and currently enrolled South Plains College students. TexanConnect 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. TexanConnect is accessed by successfully logging into MySPC. Some areas of TexanConnect 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

Lubbock Downtown Center - Success Center  
Reese Center - Buildings 2, 5 and 8  
Lubbock Career & Technical Center, Room 138  
Plainview Center, Room 126 and 107

## Email

All students at South Plains College are assigned an SPC e-mail account (College Policy FX). 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. To access the SPC student e-mail account, login to outlook.office.com and enter your SPC username @southplainscollege.edu and your SPC password. Additional info can be found here: <https://helpdesk.southplainscollege.edu/>

## MySPC

MySPC is a one-stop access point to South Plains College resources and services including TexanConnect 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. 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 Blackboard 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 broad-band 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 web page is located at <http://southplainscollege.blackboard.com>. Blackboard technical support can be reached at (806)716-2180 or by email at [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu).

## Questions and Support

**AskSPC** - (806) 716-2600 or [askspc@southplainscollege.edu](mailto:askspc@southplainscollege.edu)

**Blackboard** - (806)716-2180 or [blackboard@southplainscollege.edu](mailto: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 computers 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 purposes is prohibited.
3. Attempts to evade or change resource quotas are prohibited.
4. Continued impedance 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, the Dean of Lubbock Downtown Center, the Executive Director of Lubbock Career & Technical Center or the Director of the Plainview 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.

## **Academic and Student Support Services**

### **Student Services General Philosophy**

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 increasing 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.

### **Student Services Facilities**

The Student Services Building on the College's Levelland Campus is a comprehensive student facility providing specialized assistance to all students of South Plains College. Located adjacent to the Administration Building, the Student Services Building houses the Advising and Testing Center, the Financial Aid Office, Admissions and Records Office, Housing Office and administrative offices for the Student Affairs Division. The Levelland Health and Wellness Center, adjacent to the Technology Center, houses Student Health, Counseling and Disability Services.

Student Support Specialists are available at the Lubbock Downtown Center, the Lubbock Career and Technical Center and the Plainview Center. They are available to assist with financial aid, business and admissions questions and needs. Advising, testing, tutoring, and counseling are also available. Check with the director at each center if you need assistance accessing these services.

### **Advising and Testing Center**

The staff in the Advising and Testing Center is dedicated to helping students fulfill their educational and career goals. Advisors are available to help students develop an Educational Success Plan (ESP) that will prepare students to navigate through their education at South Plains College and beyond. The services provided include academic advising, career assessment, job-seeking skills and testing services.

Professional advisors are available for students who are undecided of an academic major or have yet to declare a major. Advisors are located at the Levelland Campus in the student services building; at the Lubbock Downtown Center; at the Plainview Center and at the Lubbock Career & Technical Center.

### **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 their 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 their 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. The recipient receives this award each year during the spring graduation ceremony.

**Vera Sue Spencer Award** - The Vera Sue Spencer Award is presented to a South Plains College student who demonstrates the qualities of outstanding leadership and service to the College and community. The 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 spring 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 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. The recipient receives this award each year during the spring graduation ceremony.

**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 Campus Store'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 7:45 a.m. to 4:30 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 7:45 a.m. to 4:30 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 either Campus. 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 Campus at <http://www.sp-levbookstore.com>. For any questions or needed information about ordering textbooks, contact the Levelland Campus store at (806)716- 2399 or the Reese Campus store at (806)716-4610.

The Bookstore buys back all textbooks from students all year round that are in sellable condition. During the 2 weeks prior to the end of each semester, the bookstore will purchase back at half of the used retail price any textbook that is adopted for the next semester and a need is shown. Otherwise, students are offered the market rate for the textbook.

The bookstore will gladly offer refunds on Textbooks and merchandise purchased from our store under the guidelines below;

- All refunds must be accompanied by the original receipt or invoice. Refunds will be issued back as in the same tender as they were paid.
- Textbooks must be returned for refund within the first 5 business days of the semester for which it was purchased. Students have twelve (12) class days from the first day of class each semester to receive a full refund if a class is dropped, the bookstore will verify with admissions that the course has been dropped.
- New books must be returned in the same condition as when purchased, with all included materials or inserts. All shrink wrapped books must be returned in the original shrink wrap. Any new books returned with markings or blemishes will be considered for a refund as a used book.
- All general merchandise can be returned in like condition within 3 days of purchase accompanied by the original receipt.
- We cannot refund software, study guides, class lab manuals, outlines, exam guides, photocopied materials, special orders, or clearance items.
- Textbooks or class related items purchased during the last 2 weeks of classes are not eligible for refunds.

## 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 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 at 806-716-2529 for more information on procedures and required documentation.



## Disability Services Grievances and Appeals

A student grievance is a college related issue or condition that a student believes to be unfair, inequitable, discriminatory or a hindrance to the educational process. A grievance also may include discrimination on the basis of a disability or other protected area. Individuals wishing to file a grievance regarding disability services at SPC should first address the problem with the Coordinator of Disability Services or the Director of Health and Wellness. If concerns are not resolved at this level, the Vice President for Student Affairs is the designated ADA/504 Coordinator and can provide direction in further grievance procedures.

Any student that comes across barriers to access at any SPC facility should contact the Vice President for Student Affairs to have their concerns addressed. For housing accommodations at the Residence Halls, contact the Associate Dean of Students. An online complaint form can be accessed at <http://www.southplainscollege.edu/about/campussafety/complaints.php>.

## Food Services

The 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 meal service during the fall and spring semesters. Students residing on campus have a 21 meal per week meal plan. Students with a meal plan must show their valid SPC Texan ID card. Meals can be purchased on cash basis by other South Plains College students, employees or guests.

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 the 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 the "Student Dress" policy in the Student Conduct section of the 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 online General Catalog or the SPC website.

### Application Process

The application process begins with the student and the student's parents creating a Federal Student Aid ID at <https://fsaid.ed.gov>. Once the ID is created, you may file the FAFSA (Free Application for Federal Student Aid) on the web at <https://fafsa.gov>. Students must complete a new FAFSA each school year in order to qualify for any federal or state programs. For more information, visit the Financial Aid home page (listed above). 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 initially be sent to the email address you provide on your FAFSA. Parents and students should check their email and respond promptly to all requests. Financial Aid Award letters will be emailed to the student's SPC email account. Students should check their SPC email account frequently.

## Types of Financial Aid

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

**Employment:** Federal College Work Study.

**Loans:** Federal Direct Loan Program (subsidized and unsubsidized) and the Parent Plus Loan.

**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 General Catalog and South Plains College Scholarship Portal.

## Satisfactory Academic Progress (SAP)

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, and 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 employees and students enrolled in six or more credit hours may use the facility at no charge. A Texan ID card and appropriate dress are required. For operation hours, visit the Fitness Complex online.

### The Game Room

The game room in the Student Center on the Levelland Campus provides a variety of games and entertainment. Students who possess a current SPC ID card are allowed to check out game room equipment. 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 students, faculty and staff to enjoy at any skill level. 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 recreational free play are scheduled so that students may participate in informal nonscheduled activities. Selected equipment is 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 "Get Involved" tab.

## 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 Campus**

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, "You can learn anything," 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 (TSIA) 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. See <https://www.southplainscollege.edu/exploreprograms/artsandsciences/tlc.php> for more information.

### **Lubbock Downtown Center, Lubbock Career & Technical Center, Reese Center and 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, contact the administrative assistant in the Teaching and Learning Center at (806) 716-2241. Also see <https://www.southplainscollege.edu/exploreprograms/artsandsciences/tutoring-information.php>.

### **Library and Information Services**

The South Plains College Library's mission is to proactively support the SPC Vision and Mission through the provisioning of information resources and learner support environments that enhance the academic experience of our college community. This will be accomplished by the continual alignment of our learning resources, technology, physical and digital spaces, and services to our community.

The SPC libraries contain more than 70,000 items physical items such as books and DVDs. The digital collection includes over 100 databases providing access to full text articles and other research materials, over 450,000 eBooks and over 44,000 streaming films. 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, Downtown Lubbock center, and the Plainview center (limited hours of staffing). Hours for each library are posted on the library website and change with the time of year. Professional

librarians are available either in person or via online chat during all posted library hours. Each location offers some modern quiet study spaces and comfortable furniture for student use.

The library website, <https://library.southplainscollege.edu>, serves as the focal point for services and information. It offers access to all of our digital resources and the ability to explore what print/physical materials we have. On it, students can also reserve study spaces and check-outable technology such as laptops and Wi-Fi hotspots. Additionally, the library offers instructional video clips on using library resources, guides on citing sources, and subject LibGuides to help students locate resources beyond normal hours of operation.

## Lost and Found

The Student Life Office on the Levelland campus, and the main offices of the Plainview Center, Reese Center, Lubbock Career and Technical Center, and Lubbock Downtown 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.

### Fine Arts Department

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 one hour of credit 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.

### Commercial Music Program

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 fall 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, Gerstenberger and Magee Halls. Four residence halls for women, North Sue, South Sue, Tubb, and Gillespie Hall can house a total of 296 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, Gerstenberger 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) have a 21 meal per week meal plan, in the Texan Dining Hall, as part of their total housing cost. Meals are prepared by a staff of professional cooks under the management of Great Western Dining Service, Inc. Students with a meal plan must show their Texan Card upon entrance to the Texan Dining Hall.

## **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 and Non-Traditional Student Program

The First Step Program and Non-Traditional Student Program (NTS) assist economically disadvantaged students who are enrolled in **technical** programs. Eligible students include single parents, single pregnant women, displaced homemakers, and students whose career goals are considered to be nontraditional (e.g. female welding students, male cosmetology student). For more information on the First Step and NTS programs, contact the First Step Counselor at (806) 716-2529.

## Star Center (Student Support Services)

The STAR Center (SSS) 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 transfer rates (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)

Applicants who meet eligibility requirements will be considered for enrollment into the program. The STAR Center serves 160 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 on the 3rd floor of 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. Students enrolled in the ninth through eleventh grades that will be the first generation college graduates, meet low-income criteria, or are identified as academically at-risk and attend schools served by the program are eligible. 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. 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 Upward Bound 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. Student 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.

## **Texan Student ID**

Texan Student IDs are issued through the Office of Student Life, the Student Support Specialist (SSS) Office at the Reese Center, Lubbock Career & Technical Center, Lubbock Downtown Center and the office of the Director of Plainview Centers. The Texan Student ID is your personal college identification. 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, as well as Athletic events.

South Plains College highly encourages each student to obtain a Texan student ID. Loss of your Texan ID should be reported immediately to the Office of Student Life, the SSS Office at the Downtown Lubbock Center, the Lubbock Career & Technical Center and the Plainview Centers.

## **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. More information can be found in the current general catalog.

### **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 advisor at the Plainview Center and Lubbock Center can provide assistance to any student attending these SPC locations.

### **Advisors**

Advisors are available in the Advising and Testing Centers and Financial Aid Office at both the Levelland Campus and Lubbock Downtown Center to assist students receiving VA benefits with academic degree plans.

## **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 mental health professionals in the Health and Wellness Center strive to provide a safe and confidential environment to assist students with personal or relationship issues 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 licensed mental health professionals available to students at all campuses, through in-person and virtual formats, 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 schedule appointments. Students may also call 806-716-2529 to schedule an appointment.

A student in need of emergency assistance should go to the closest medical emergency center or call 911. Students in a non-emergency crisis can walk in to the Health & Wellness Center located at the Levelland or Lubbock Downtown Center during office hours. After hours they should contact Star Care Crisis line at 806-740-1414. Students in the Plainview area that are experiencing a crisis after hours should call Central Plains Center at 1-800-687-1300.

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.

### **Title IX Pregnancy Accommodations**

Under Title IX, SPC students who are pregnant or parenting have a right to stay in school and complete their education. SPC offers accommodations to help students accomplish this goal. To activate these accommodations students must provide a completed Title IX Pregnancy Accommodations Request form and documentation from their physician. Please contact the SPC Health & Wellness Center at 806-716-2529 to request the application.

Students must contact their instructors to discuss their accommodations. Failure to contact and communicate with the instructor can limit the instructor's ability to provide the accommodation.

### **Lactation Rooms**

Lactation rooms are available by request on each campus. For assistance and access please contact the following:

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Levelland Campus: Health and Wellness Center (806-716-2359)

Reese Center - Call Levelland Campus Health & Wellness (806-716-2359)

Lubbock Downtown Center Health & Wellness (806-716-4615)

Plainview Center, Victoria Huffines (806-716-4301)

Lubbock Career and Technical Center, (806-716-4615)

## **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 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, Director of the Reese Center, Executive Director of the Lubbock Career and Technology Center, Dean of the Lubbock Downtown Center or the Director of the Plainview Center.

### **Communicable Diseases**

South Plains College recognizes that students or employees with communicable diseases 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.

A student with a communicable disease is required to report the condition to the Dean of Students. Failure to inform the college may result in dismissal of the student from the college.

### **COVID-19**

The CDC is responding to a pandemic of respiratory disease spreading from person to person caused by a novel (new) corona virus. The disease has been named "corona virus disease 2019" (abbreviated "COVID-19"). This situation poses a serious public health risk.

If you experience symptoms of respiratory illness, seek care from the local health department or your personal health care provider. Symptoms to pay attention to are a new or worsening cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea and a temperature at or above 100 degrees F. If you have been in contact with someone who has a confirmed case of COVID-19 seek medical advice prior to being around others.

Follow these preventative guidelines:

- *Avoid nonessential travel to countries/regions with travel advisories/restrictions.*
- *Do not travel if you are sick, stay home.*
- *Avoid close contact with people who are sick.*
- *Cough or sneeze into the elbow or sleeve - not the hands.*
- *Fist bump instead of shaking hands.*
- *Wash your hands often with soap and water for at least 20 seconds.*
- *If soap and water are not available, use an alcohol-based hand sanitizer.*
- *Don't eat, drink, or smoke after others.*
- *When using a tissue, throw it in the trash immediately after use.*
- *Avoid touching the eyes, nose, and mouth.*
- *Clean and disinfect frequently touched objects and surfaces.*
- *Wear face masks to help protect yourself or others.*

## **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](http://www.cdc.gov/ncidod/dbmd/diseaseinfo), [www.acha.org](http://www.acha.org) or [www.southplainscollege.edu](http://www.southplainscollege.edu)

## **Accidents Involving SPC Students, Employees or Visitors**

Any accident should be reported as soon as possible. The injured individual should complete the Accident/Injury Report Form (in the event the injured individual is unable to complete the form, an SPC employee with firsthand knowledge about the situation will complete the form). The Accident/Injury Report Form can be accessed online at <http://www.southplainscollege.edu/about/campussafety/complaints.php>. Employees learning of serious accidents involving students, visitors on campus, or employees on duty or accidents on SPC property should notify the college's Vice Presidents immediately. The Vice Presidents will inform the Office of Marketing and Recruitment 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 institution. 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, Student Code of Conduct 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 probation to imprisonment. Amounts of fines, terms of probation or years of imprisonment are generally contingent upon the circumstances and amounts of drugs in possession, sale, distribution or manufacture. 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 and Wellness Center, the Dean of Student's Office and the Advising and Testing Center on the Levelland Campus. On the Reese, Lubbock Center or Plainview Center Campuses, you may contact the Advising and Testing Center.

### Early Warning Signs of an Alcohol Problem

You may have a problem with alcohol if you:

- Lie to others or hide your drinking habits.
- Have friends or family members who are worried about your drinking.
- Need to drink in order to relax or feel better.

- "Black out" or forget what you did while you were drinking.
- Regularly drink more than you intended to.
- Neglect your responsibilities.
- Have problems in your relationships.
- Drink in dangerous situations.
- Are able to drink more than you used to.
- Experience withdrawal (irritable, tired, depressed, nauseous or anxious when you haven't had a drink)

### **Substance Abuse Assistance**

If substance abuse is a concern for you or for someone you care about, the Health & Wellness Center will assist you in seeking help. We can be contacted at 806-716-2529. One or more of these resources may also provide you the help you are needing.

<http://www.247aaonline.com/>

Aspire Addiction Recovery Center	806-589-5911
The Ranch at Dove Tree	800-218-6727
Alcoholics Anonymous	806- 894-3767
Lubbock Regional-MHMR (Star Care Lubbock)	806-766-0310
Family Counseling Services	806-577-4136
Texas Tech Family Therapy Clinic	806-742-3074
Texas Tech Center for Collegiate Recovery Communities	806-742-2891
South Plains Group AA	806-894-8818
Central Plains Center (in Plainview)	806-291-4470

## **Safety and Security**

### **EMERGENCIES      DIAL 911**

### **POLICE NON-EMERGENCIES**

- Levelland Campus
  - Campus Police Department (806) 716-2396
  - Levelland Police Department (806) 894-6164
- SPC Reese Center
  - (806) 893-5705
- Lubbock Career & Technical Center
  - (806) 241-1516
- Lubbock Downtown Center
  - (806) 716-2999

Plainview Center  
(806) 716-2911

## Campus Police and Security

South Plains College provides professional police services. All campus police officers are certified Texas Peace Officers with full law enforcement authority. Licensed security guards are also utilized for security and safety purposes.

To report all crimes, accidents, or unsafe conditions, contact the police non-emergency numbers listed above:

Emergency situations can also be reported with the "emergency" button in the Campus Shield app. Reports and non-emergency safety concerns can also be submitted via the Campus Shield app by clicking "submit a tip."

**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. Parking permits are free. Parking regulations and registration are online. After completing the online registration, the permit may be picked up in the Dean of Students Office located in the Student Services Building on the Levelland campus, from a Student Support Specialist at the Lubbock Downtown Center, the Lubbock Career & Technical Center or Plainview Center. Parking permits are valid at all SPC locations as long as the student is enrolled at SPC. 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 Lubbock Downtown Center, the Executive Director of the Lubbock Career & Technical Center, the Director of the Plainview Center, or the Chief of Police.

Vehicles may not be left on campus after the semester unless approved by the SPC Police Department and parked in a police approved location. Abandoned vehicles may be towed after 30 days.

Individuals may not have a mobile car wash perform washes while parked in an SPC parking lot.

## Bicycle Parking and Regulations

Students are encouraged to chain and lock bicycles in bicycle racks provided around campus when not in use. DO NOT attach bicycles to handicap railing, sign posts or trees. Bicycles attached to objects other than bicycle racks may be removed and held by Campus Police until claimed. Do not block sidewalks and walking paths. Bicycles blocking paths may be moved to a nearby visible area off the walking path. Bicycles must be removed at the end of each semester. Bicycles left on campus after semesters will be confiscated (the Monday following the end of the semester) and become SPC property.

## 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 employees are in charge of all residence halls to monitor safety and security. Employees are required to report all crimes and emergencies to the police or to the Dean of Students. 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 residence halls. 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. Students are also encouraged to lock their vehicles, bikes and residence hall rooms every time they leave them.

Safewalks and/ or police presence 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 contact the non-emergency numbers listed above. Give your name and location and an officer will provide an escort. This service can also be requested via the Campus Shield app by clicking "Safewalk" on the "Additional Features" page.

Campus Police maintain constant building security and surveillance while on patrol. These 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.

## Fire Prevention and Reporting

911 should be called in the event of a fire. Local Emergency Communications will dispatch campus police and/or other officers and fire/ medical personnel as needed. Fire safety is the responsibility of all students, faculty, staff, and community members. Specific emergency information is available online at <https://www.southplainscollege.edu/about/campussafety/emergencyprocedures.php>.

All fires and fire alarms of any kind should be reported to the South Plains College Police Department even if emergency services are not needed. Reports can be made by phone to 806-716-2396, email at [SPCPD@southplainscollege.edu](mailto:SPCPD@southplainscollege.edu), or using the Campus Shield app.

## Sexual Violence: Risk Reduction Tips

Below are also suggestions to avoid committing a non-consensual sexual act: 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. An impaired individual can not give informed consent.
- 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.

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.

- 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 an intoxicated 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.

## Reporting of Offenses

Students are encouraged to report any 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, they may speak with one of the following:

- On-campus licensed professional counselors (located in the Department of Health & Wellness)
- Campus health service providers (located in Student Health)
- 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, they 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 are encouraged to be submitted online at <http://www.southplainscollege.edu/about/campussafety/complaints.php>.

The Title IX Coordinator is:

Stan DeMerritt, Ph.D.  
Vice President for Student Affairs  
Student Services Building  
806-716-2360  
[sdemerritt@southplainscollege.edu](mailto:sdemerritt@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.ope.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.