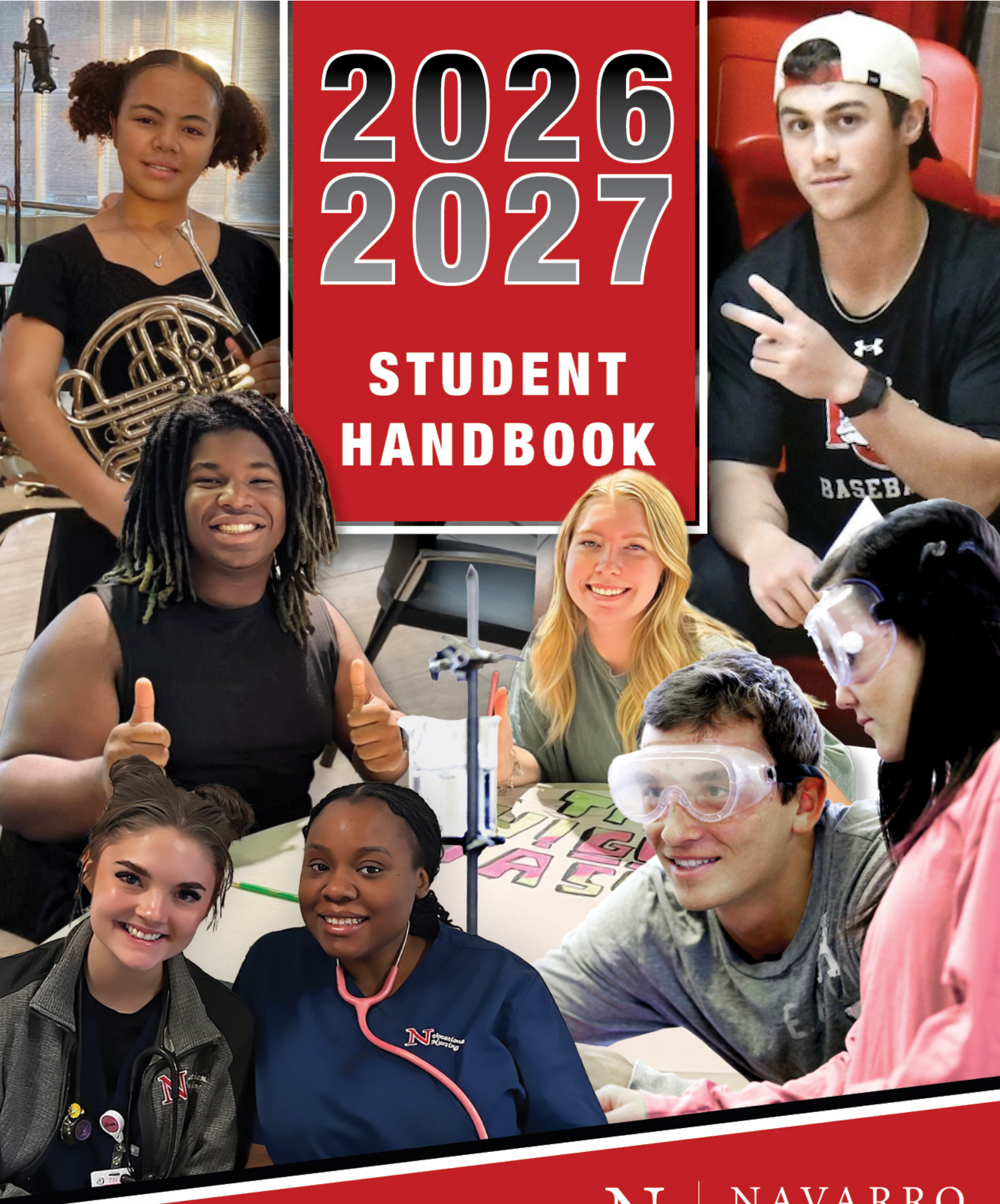


2026 2027

STUDENT HANDBOOK



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COLLEGE

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INTRODUCTION

Preface

The Student Handbook provides students with essential information about campus resources, student life, policies, and procedures.

Please refer to the College Catalog for rules relating to such items as admissions, records, graduation, and academic standards.

The College supports its mission with qualified personnel to ensure the quality and effectiveness of its Student Services Programs.

Note: This publication does not constitute a contract between Navarro College and the students. Navarro College may update its content at any time.

HELPFUL NUMBERS

For additional information, please refer to the Navarro College Catalog or contact any of the following offices:

Navarro College – Corsicana
3200 W. 7th Ave. Corsicana, TX 75110
1-800-NAVARRO

Navarro College – Waxahachie
1900 John Arden Drive Waxahachie, TX 76165
(972) 937-7612

Navarro College – Midlothian
899 Mount Zion Road Midlothian, TX 76065
(972) 775-7200

Navarro College – Mexia
901 N. MLK Hwy. Mexia, TX 76667
(254) 562-3848

NAVARRO COLLEGE BOOKSTORES

Department	Phone Number
Navarro College Bookstore	(903) 875-7387
Beautique and Books (Starbucks)	(903) 872-8088 or (903) 872-8089

STUDENT SUPPORT SERVICES

Department	Phone Number
<u>Admissions and Records</u>	(903) 875-7700
<u>Residence Life Office</u>	(903) 875-7541
<u>Office of Financial Aid</u>	(903) 875-7400
Student Recruiting	(903) 875-7343
International Programs	(903) 875-7700
<u>Title IX</u>	(903) 875-7623
<u>Bulldog Life</u>	(903) 875-7738
<u>Accessibility and Accommodations – Disability Services</u>	(903) 875-7738 or (903) 875-7731
<u>Bulldog Mental Wellness Center (BMWC)</u>	(903) 875-7670

SAFETY AND SECURITY

Department	Phone Number
<u>Department of Public Safety - Campus Police</u>	(903) 875-7501 or (903) 654-3999

COLLEGE AND CAREER SUCCESS COACHING (ADVISING)

Locations	Phone Number
Corsicana, Midlothian, and Waxahachie Locations	(903) 875-7397
Mexia Location	(254) 562-3848

TESTING CENTERS

Locations	Phone Number
Corsicana location	(903) 875-7457
Mexia location	(254) 562-3848
Midlothian location	(972) 775-7208
Waxahachie location	(972) 923-6429

WELCOME MESSAGE FROM THE DISTRICT PRESIDENT

Dear Bulldogs,

Welcome! We are proud that you have chosen Navarro College to be a part of your educational journey to prepare yourself personally and professionally for success. Our nationally recognized professionals and programs provide structure, support, and an outstanding education that empowers individuals to change their lives as they prepare for a career.

Navarro College offers an array of educational pathways designed to equip you with the skills, knowledge, and hands-on learning experiences needed to achieve your academic goals and succeed in today's workforce. As a student-focused institution grounded in integrity, innovation, and accountability, our dedicated team works collaboratively to ensure a positive and rewarding student experience. Navarro College is a place where learners of all ages come together to engage in one of the most enriching educational opportunities available in Texas.

We look forward to serving you! Navarro College offers a unique opportunity, and we encourage you to engage fully, both inside and outside the classroom, to create meaningful and lasting experiences.

As we pursue our vision to be nationally recognized with a commitment to student success, we continue to invest in our students, our people, and our resources. We are proud that you have chosen to be a part of this journey and this vision.

With Sincere Bulldog Pride,

Dr. Kevin G. Fegan District President

COLLEGE SONGS AND TRADITIONS

ALMA MATER

Hail Navarro, Hail Navarro, loyal sons are we.

Hail to thee, our Alma Mater, hail, all hail to thee.

Lift your voices, sing her praises, cheer for victory;

Honor to thee, proud Navarro, glory now to thee.

FIGHT SONG

Fight on you Bulldogs, fight till you win, fight on to victory.

We'll back the Red and White and our men with loyalty.

Let's give a cheer and make echoes ring.

Let's yell, yell with all our might.

The victory is sealed; our team never yields.

Bulldogs fight, fight, fight.

BULLDOGS!

Go Bulldogs!

THROWING YOUR BEAU

Navarro College prides itself on its rich history and traditions. "Throwing your Beau" is a favorite student tradition that is a physical representation of the bulldog school spirit.

"Throwing your Beau" is the Navarro College hand sign. Beauregard is the name of the College's bulldog mascot. He is traditionally called "Beau" for short.

Instructions on how to "Throw your Beau" (Hand Sign)

1. Make a fist with your right hand
2. Put your thumb in front
3. Raise your pointer and pinky finger.
4. Fold them halfway down.
5. Hold your hand high and proud.

INSTITUTIONAL INFORMATION

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) ACCREDITATION

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: (404) 679-4500

[Southern Association of Colleges and Schools Commission on Colleges - Information](#)

Health Professions programs at Navarro College are accredited by the following agencies:

- BSN – Bachelors Science in Nursing
 - Texas Board of Nursing
 - ACEN – Accreditation Commission for Education in Nursing – Candidate status through June 8, 2025
- ADN – Associate Degree Nursing
 - ACEN – Accreditation Commission for Education in Nursing
- LVN – Licensed Vocational Nursing
 - BON – Texas Board of Nursing
- MLT – Medical Laboratory Technology
 - NAACLS – National Accrediting Agency for Clinical Laboratory Science
- OTA – Occupational Therapy Assistant (OTA)
 - ACOTE – Accreditation Council for Occupational Therapy Education (ACOTE)
- PTA – Physical Therapist Assistant (PTA)
 - CAPTE – Commission on Accreditation in Physical Therapy Education

Navarro College is approved by the Texas Higher Education Coordinating Board (THECB) and is a member of the Texas Association of Community Colleges (TACC) and the American Association of Community Colleges (AACCC). Navarro College represents itself accurately to all U.S. Department of Education recognized accrediting agencies with which it holds accreditation and informs those agencies of any change of accreditation status, including the imposition of public sanctions.

The Vice President of Academic Affairs, who also serves as SACSCOC liaison, is responsible for notifications of accreditors when a change in accreditation status occurs.

For other information about the College, please contact

Navarro College
3200 West 7th Avenue
Corsicana, Texas 75110
Phone: (903) 874-6501

EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admission and education of students, with respect to the availability of students loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the college.

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of

- Race
- Color
- National origin
- Sex
- Disability
- Religion
- Age
- Veteran status
- Other status protected by the law in its programs or activities or in the context of employment

Inquiries regarding non-discrimination may be directed to:

Title IX Coordinator or the Section 504/ADA Title II Coordinator
3200 W. 7th Avenue
Corsicana, Texas 75110
1-800-NAVARRO.

MISSION STATEMENT, VISION, AND VALUES

Mission Statement

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

Vision

Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in a local and global communities.

Values

- **Integrity:** actively building open relationships with students, employees, local business, and local communities. Serving all people, we touch with a strong sense of ethics and personal and organizational responsibility.
- **Diversity:** fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together— as a college, as a community, as a culture, as part of a global village.
- **Innovation:** leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.
- **Student Centeredness:** placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.
- **Accountability:** honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect,

citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

GENERAL COLLEGE POLICIES

ADMINISTRATIVE POLICY AND COLLEGE CREDIT POLICY

For the full text of this policy, please refer to [Section F of the Board Policy and Administrative Procedures](#).

ADMISSIONS PROCEDURES

Navarro College maintains an open-door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The [Admissions Office](#) is responsible for administering all admissions policies. Inquiries concerning admissions should be emailed to admissions@navarrocollege.edu. The College reserves the right to refuse admission to any student who does not comply with admission requirements. In compliance with Texas House Bill (TX HB) 449 and 1735 adopted in 2019, students are asked at the point of admission to disclose:

- a. Pending conduct charges of violence or sexual misconduct, or
- b. Expulsion, suspension, or withdrawal from a previous institution for conduct charges of violence or sexual misconduct.

If students answer 'yes' to either of these questions, they are required to provide additional information, submitted electronically to student.conduct@navarrocollege.edu.

The College reserves the right to refuse admission to any student who does not comply with TX HB 449 and 1735 requirements. An individual may appeal any admissions denial to the Vice President of Student Success, or in the event the refusal was due to conduct, the student may appeal to the Executive Director of Student Services.

[Navarro College Admissions Homepage](#)

ATTENDANCE REQUIREMENT

Regular class attendance is expected at Navarro College as a key element for student success. Excessive absenteeism may result in failure or being dropped from the course.

The attendance standard for certain programs may be more stringent due to clinical requirements or requirements of approving agencies.

The following links are to assist you with learning more about attendance requirements and procedures.

- [Residence Life Attendance/Academic Requirements](#)
- [Student Attendance Requirements](#)
- [Student Attendance Procedure](#)
- [Absence for Religious Holy Days](#)
- [Military and Veterans Attendance Procedure](#)
 - Speak to an NC Veterans Representative at (903) 875-7347 or by completing the [Veterans Office form](#).

Students who wish to dispute a decision concerning an absence must follow the [Student/Instructor Conflict Resolution Procedures](#) in a timely manner.

[Learn about educational issues pertaining to pregnancy, postpartum recovery, and other physical or mental health concerns.](#)

FREE EXPRESSION AND PUBLIC ASSEMBLY PROVISIONS

Navarro College recognizes and supports the right of free expression and public assembly for our students and employees. For the most current information and free speech areas, please review the procedure for [Student Rights and Responsibilities: Student Expression](#).

The College will protect the rights of freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. Individuals or groups wishing to use free speech areas must request the use of the space. To reserve space, contact:

- Vice President of Student Success Office (Corsicana – Gooch One-Stop Center)
- Student Life Office (Corsicana – Bulldog Life office)
- Dean’s office (Waxahachie, Midlothian, Mexia)

All applicable college policies and regulations, state and federal laws, and municipal ordinances should be followed when engaging in activities on Navarro College premises. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college police.

TOBACCO FREE-ALL NAVARRO COLLEGE PROPERTY

The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college-owned buildings.

The [Smoke and Tobacco-free policy](#) is part of the college's commitment to creating a healthy and sustainable environment for all members of our college community and is designed to be positive and health-directed.

ACCESSIBILITY AND ACCOMMODATIONS – DISABILITY SERVICES

Navarro College is committed to ensuring equal access to facilities, activities, and programs. The College provides reasonable and appropriate accommodations for qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the Americans with Disabilities Act Amendments Act of 2009.

Read the [mission statement and procedures regarding Students with Disabilities](#) to learn more.

REQUESTING DISABILITY AND ACCESS SERVICES

It is the responsibility of the student with a disability to initiate this process by identifying themselves and sharing their disability-related needs with the Office of Accessibility & Accommodations staff.

[Learn more about Accessibility and Accommodation Services \(Disability Services\).](#)

How to Request Accommodations:

1. Complete the Accessibility and Accommodation Application (online)
 - [New Students' Application for Disability and Access Services.](#)
First-Time Disability & Access Services Applicants - For students who have never requested Disability & Access Services before, regardless of how long you've been enrolled.

- [Returning Students' Renewal Request for Disability and Access Services.](#)
For students who have received Disability & Access Services in a previous semester.
- 2. Submit documentation following the College's [guidelines.](#)
 - [Additional documentation will be needed for an assistance animal in the dorms.](#)
- 3. Meet with Accessibility staff for an intake appointment.
- 4. Receive your accommodation letter.
- 5. Deliver the letter to your instructors. (student's responsibility)

Note:

- Accommodation requests may take up to 2-3 weeks to review.
- During our peak registration times, it may take 3-4 weeks to provide information on any accommodation request status.
- Accommodations are not retroactive.
- Accommodations, if approved by the Office of Accessibility & Accommodation Services, are effective on the date the student provides their letter to the instructor.
- You must follow all required steps to apply for accommodations.

DOCUMENTATION REQUIREMENTS

[Documentation Guidelines for students requesting accommodations.](#)

SERVICE ANIMALS

For a complete application and the policies regarding service animals on campus, you must contact the Office of Accessibility and Accommodations (Bulldog Life inside the Richard Sanchez Library, Corsicana). You can also [email the Office of Accessibility and Accommodations.](#)

It's important to review the [procedures regarding Accessibility and Accommodations for animals on campus.](#)

[Please note: Assistance or Emotional Support Animals are Only allowed in the room within a residence hall of the student and no other Navarro College buildings or premises.](#)

RESPONSIBILITIES OF INDIVIDUALS WITH SERVICE ANIMALS

Navarro College is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all

times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health, and leash laws. Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Navarro College may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages caused by students.

HOUSING (RESIDENCE LIFE)-STUDENTS NEEDING ACCESSIBILITY AND ACCOMMODATION SERVICES

Students who require housing accommodations due to a documented disability:

- Must request accommodations with the Office of Accessibility and Accommodations at least four (4) weeks before the start of the semester.
- Students are required to follow the procedures for requesting accommodations.

Students who require an assistance animal in Residence Halls must:

- Submit the request at least 30 days prior to the beginning of the semester
- Follow the procedures for applying for accommodations through the Navarro College [Office of Accessibility and Accommodations](#).

Educational issues pertaining to pregnancy, postpartum recovery, and other physical or mental health concerns

A student who foresees educational issues related to pregnancy, postpartum recovery, or mental health is strongly encouraged to notify the College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education. Pre-planning, when possible, also may help with particular challenges a student faces while pregnant, when recovering from childbirth, or in response to a physical or mental health concern (e.g., missed classes, make-up work). The choice to inform the College of any condition, such as a pregnancy or a mental health concern, is voluntary, as a student is not required to share this information with the College. In making the decision as to whether or not to disclose this information, a student may first choose to consult with a college counselor at the [Bulldog Mental Wellness Center \(BMWC\)](#) or the Office of [Accessibility and Accommodations](#).

For more information regarding Provisional or Temporary Accommodation, please speak with the representative in the Office of Accessibility and Accommodations.

STUDENT COMPLAINTS AND GRIEVANCES

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

A student complaint/grievance is a Navarro College-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A complaint/grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

Navarro College encourages students to discuss their concerns and complaints, whether instructional or non-instructional, through informal conferences with the appropriate instructor or other administrator.

- Initial Conflict: First attempt to resolve the issues directly with the staff member of concern. The chain of command must be followed:
 - Staff member of concern
 - Director/Executive Director
 - Dean or Executive Dean
 - Vice President of Student Success
- Instructional Complaint: For grade concerns, Program of Study Dismissal, instructor concern, instructional decision, or other instructional program matters, the student should follow the [Student Instructor Conflict Resolution Procedure](#).
 - Instructor
 - Dean/ Executive Dean
 - Vice President of Academic Affairs
- Discrimination Complaint: First contact should be in writing to the Office of Student Services (student.services@navarrocollege.edu) within 10 business days of the initial concern.
 - Office Student Services will refer the student to the most appropriate chain of command
 - Executive Director of Student Services
 - Vice President of Student Success
- Sexual Misconduct: Follow the [Title IX Support Processes](#)

The [Student Grievance Procedures](#) provide information, helpful flow charts, and a timeline for filing a grievance regarding:

- Discrimination
- Initial Conflict

- Instructional Complaint
- Dual Credit, Adult Education & Literacy, Continuing Education, Library, Museums, and the Planetarium
- Admissions, Advising, Bookstore, Bulldog Life, Counseling, Disability Services, Financial Aid, Institutional Research, Marketing, Enrollment, and Recruiting, Student Conduct, Student Life, Testing, TRIO SSS, and Tutoring
- Residence Life
- Cashiers and Business Office
- Athletics
- Information Technology, Physical Plant, Campus Police

STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

Any student who believes they have been discriminated against by College personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the Office of Student Services at student.services@navarrocollege.edu within ten business days of the initial concern.

If a student feels an instructor has treated them unfairly, the student should take the appropriate steps found in the [Student Instructor Conflict Resolution procedure](#) to resolve the issue.

The only exception involves safety matters (e.g., harassment, sexual misconduct, or Title IX complaints), which should be referred directly to the Title IX Office.

For more information or to make a complaint regarding sexual harassment or sexual misconduct:

- [Navarro College Title IX Contact Information](#)
- [Title IX Policies and Processes](#)

Note: Under certain circumstances, students may not be allowed to continue in class until the grievance or appeal is resolved.

ACADEMIC POLICIES AND STANDARDS

DROPPING AND OR ADDING COURSES

Students may drop or add a course by following the steps available in the [Navarro College Catalog - Academic Policies](#), which provides the direct link to the Request for Dropping a Course form.

Important: Navarro College enforces the [Six-Course Drop Limit](#). Students should review the [policy information regarding course load](#) before making schedule changes. [College and Career Success Coaches](#) will assist students when deciding to drop or add a course.

WITHDRAWAL FROM THE COLLEGE

A complete withdrawal means the student is leaving all classes for the semester. The process must be completed through an official online form.

Steps and Guidelines for [Withdrawal from the College](#).

1. [Application for Complete Withdrawal form](#) is available in Self-Service under the Academics tab, located below “Drop A Course.”
2. Complete all required sections.
3. Obtain clearance from required offices (Financial Aid, Advising, etc.)
4. Submit the form for review.

Important: Withdrawal may require repayment of financial aid received for the semester.

TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. With this recognition, Navarro College credits are regarded as equivalent to courses with similar descriptions at other colleges and universities.

Common Transfer Challenges:

- Changing your major
- Moving from workforce education programs to academic transfer programs
 - Workforce education programs include certificates of completion and associate of applied science degrees, which are meant for students intending to enter the workforce rather than transfer to a four-year college or university
- Taking courses not included in your degree plan

Students should consult with a [College and Career Success Coach](#) to stay on track with degree requirements.

Students can gain additional information from the website of the intended college and from the [Texas Common Course Numbering System](#) online matrix.

The [College Credit Policy](#) can be reviewed for additional information.

TRANSFER CREDITS FROM OTHER INSTITUTIONS

Navarro College accepts transfer coursework from accredited institutions. Transfer credits are evaluated according to academic achievement and course equivalency.

For more information, see the policy on [Academic Achievement - Transcripts](#) and the [College Credit Policy](#).

TRANSCRIPTS

Students may request official or unofficial transcripts online. Hard copy transcripts are not available on campus.

How to Request a Transcript:

1. Visit the [transcript request page](#).
2. Choose “Official” (sent to another institution) or Unofficial (personal use).
3. Submit request and payment if applicable.

ALTERNATIVE INSTRUCTIONAL METHODS-DISTANCE LEARNING

[Navarro College provides several instructional methods:](#)

- Online: Fully internet-based, no on-campus meetings
- Hybrid: A combination of in-person and online instruction.
- Interactive Web Conferencing: Live class session held online at scheduled times.

STATE AUTHORIZATION OF DISTANCE LEARNING

Navarro College is a member of the State Authorization Reciprocity Agreement (SARA); therefore, we are authorized to provide distance learning courses to students whose official residence is located in a U.S. State or Territory which is outside the State of Texas.

SARA is a voluntary agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs and is overseen by a National Council and

administered by the four regional education compacts (Midwestern Higher Education Compact, New England Board of Higher Education, Southern Regional Education Board, and the Western Interstate Commission for Higher Education).

For a complete listing of member institutions and more information regarding this agreement, please visit the [National Council for State Authorization Reciprocity Agreement \(NC-SARA\)](#) website.

MINIMUM STANDARD OF WORK, GRADE VALUES, AND GRADE POINTS

Understanding Grades and Academic Standing

Students must maintain satisfactory academic progress to remain in good standing. Grades include A, B, C, D, F, W (Withdraw), and P (Pass). Each grade carries grade points used to determine GPA.

Review the information in [Academic Standards](#) to assist in understanding the following: Good Standing, Academic Probation, Academic Suspension, Grade Values (including “W” or “P”), Grade Points, as well as how to determine grade points in a course or to determine the grade-point average.

Some programs with special admission requirements may have more stringent GPA requirements.

CHANGE OF GRADE AND GRADE CHALLENGE POLICY

A final grade may only be changed by the following process:

1. Instructor completes a Change of Grade Request Form.
2. The Dean reviews and signs the request.
3. The Admissions Office processes the approved change.

No grade may be changed more than 30 days after the semester ends (except “I” grade).

Review the full [Grade Challenge Policy](#) for the procedure to take concerning a grade challenge.

INCOMPLETE GRADES (I)

An instructor may assign an “I” when a student cannot complete coursework due to a documented emergency. Examples include (but are not limited to):

- Severe Illness

- Death of a close relative
- Pregnancy
- Required job-related travel (that could not be rescheduled)
- Military duty

["I" Grade Removal and Grade Change Limitation](#) provides more information.

SCHOLASTIC STANDARDS

Academic Probation and Suspension

Students who fall below minimum GPA requirements may be placed on academic probation. Continued poor performance may result in academic suspension, limiting enrollment for a period of time.

Scholastic standards are defined within the [Academic Probation/Suspension policy](#).

REPETITION OF COURSES AND ACADEMIC FRESH START

Students may retake courses to improve grades; the highest grade earned may be used for GPA calculation. Texas law also allows students to request an [Academic Fresh Start](#), removing coursework from five or more years ago from GPA consideration.

For additional information regarding the “right to an academic fresh start”, contact [Admissions](#).

DEVELOPMENTAL STUDIES

[Developmental courses](#) are offered to help students strengthen skills before taking college-level coursework.

Subjects include:

- Reading
- Writing
- Mathematics
- Study skills

COURSE NUMBER EXPLANATION

Each course is designated by a four-digit number. The first digit denotes the level of the course. Course numbers beginning with the number zero typically indicate a non-credit course, courses beginning with number one (1) are freshman-level courses, courses

beginning with the number two (2) are normally considered sophomore-level courses, courses beginning with the number three (3) are normally considered junior-level courses, and courses beginning with a four (4) are normally considered senior-level courses. The second digit indicates the value of the course in semester hours in all courses except vocational nursing. The third and fourth digits are used to identify the sequence or designation within a department. The purpose of this system is to assist students who are transferring between participating institutions.

View the [Academic Policies and Information and Course Number Explanation](#) for a more extensive description.

FINANCIAL INFORMATION

FINANCIAL INFORMATION AT A GLANCE

- [Tuition and Fees](#) → Updated annually
- [Payment Deadlines](#) → Must be met to avoid course drops
- [Payment Plans](#) → Available for a fee/down payment/plan enrollment deadlines
- [Refund Rules](#) → Vary by course type
- [Waivers/Exemptions](#) → Available for qualified students
- [Honors](#) → Awarded based on overall GPA

TUITION AND FEE INFORMATION

Navarro College provides clear information about the cost of attendance, including tuition, fees, scholarships, and financial assistance. Students should review these resources when planning their educational expenses.

Where to Find Tuition Information:

- [Tuition Rates](#): Detailed cost per credit hour and relevant fees.
- [Financial Aid](#): Information about grants, loans, FAFSA, and aid eligibility.
- [Scholarships](#): Application deadlines and scholarship opportunities.

For additional questions regarding Tuition Rates, use this [form to reach the Business Office](#).

SETTLEMENT OF OBLIGATION

Students must pay all tuition and college fees or make payment arrangements to maintain access to college services. Outstanding balances may prevent registration and access to records.

Review the [Settlement of Obligations Policy](#).

Note: Students who do not pay or make satisfactory arrangements to pay all financial obligations to the college may have their course credits and grades withheld. No degree or certificate will be awarded until all financial obligations are settled.

HOLD ON STUDENT RECORDS

Grades and transcripts may not be released if the student has a “hold” on their records.

[See the Hold on Student Records section.](#)

Holds may be placed on a student’s record for:

- Failure to meet admission requirements (missing documents)
- Financial reasons (unpaid balances, returned checks, overdue loans, etc.)
- Overdue Library Fines
- Disciplinary Restrictions
- Other reasons deemed necessary by the college

REFUND OF TUITION AND FEES

Refund eligibility depends on the type of course and the timing of the student’s withdrawal. Please review the guidelines below to understand how refunds are determined.

[Continuing Education Courses](#)

- Students enrolled in Continuing Education (CE) courses are not eligible for a refund once the class has begun.
- To receive a refund, the student must cancel before the first class day.

[Withdrawals Due to Attendance, Conduct, or Administrative Action](#)

If a student is withdrawn by the college for reasons such as:

- Excessive absences
- Conduct or disciplinary issues
- Other administrative actions

the should may be subject to refund restrictions.

Students in these situations are strongly encouraged to contact [Financial Aid](#) to understand how the withdrawal may affect:

- Financial Aid eligibility
- Potential refunds
- Future funding

Eight-Week or Minimester Classes

- Students should contact [Admissions](#) for course-specific refund information.

Refund Dates

Refund dates vary by term and course type.

- [Detailed refund schedules](#) are available on MYNC

WAIVERS AND EXEMPTIONS

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees.

Tuition Waivers and Exemptions

Some Texas residents may qualify to have tuition or fees reduced or waived based on state-approved exemption categories.

Examples of Students Who May Qualify for a tuition waiver or an exemption:

- [Veterans and eligible dependents](#)
- Dual-credit students
- Certain foster care or adopted students

Students should contact [Admissions](#) or the [Veterans Services Office](#) and review the [Waivers/Exemptions section in the catalog](#) to determine eligibility.

GRADUATION WITH HONORS

The purpose of graduation with honors is to identify students receiving associate or baccalaureate degrees who have compiled a superior academic record. The three different levels that distinguish academic excellence are as follows:

- Summa Cum Laude – 4.0 GPA
- Magna Cum Laude – 3.5 GPA
- Cum Laude – 3.25 GPA

STUDENT RECORDS AND FERPA

The Institution Protects the Security, Confidentiality, and Integrity of Its Student Records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA Quick Guide

- Controls access to student records
- Allows you to restrict directory information
- Requires written consent before third-party release
- Provides the right to review and correct your records

About FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA outlines when student information may be released and the rights students have regarding their own records.

[The Access to Student Records section in the catalog](#) provides more information regarding FERPA and the student rights under FERPA.

Students have the right to:

- The right to inspect and review their education records;
- The right to request the amendment of an education record they believe is inaccurate, misleading, or in violation of the student’s rights of privacy (including the right to a hearing regarding the request for amendment);
- The right to have some control over the disclosure of information from their education records;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Current students – How to Submit a FERPA Release

1. Sign-in to your Self-Service
2. Select Academics from the left menu (graduation cap)
3. Scroll to the FERPA Release Form (Records Release)

Former students – How to Request Records

Submit a request through the [Records Request Form](#).

Choosing Non-Disclosure

Students may review information and request that Navarro College **not** release their directory information by going to the Registrar’s webpage and completing the [“Request for Non-Disclosure of Directory Information” form](#). This must be done by the twelfth class day of the semester (sixth day in the summer semester).

Directory Information May Include:

- Name
- Major
- Enrollment status
- Degrees earned
- Participation in activities

If you request non-disclosure:

- Your name will not appear in graduation programs.
- Employers and scholarship agencies will be told the college has no record of your attendance.

SUBPOENA

Subpoena for Student Records

Note: Because the college must make a reasonable effort to notify a student about the subpoena for their education records, all subpoenas for student records must be forwarded to the Registrar’s Office.

Navarro College will comply with all subpoenas served by a proper means of service. In keeping with the law, if the student has not signed a consent for their records to be released, the college will make its best effort to:

1. Notify the student in writing that a subpoena requesting their educational records has been received.
2. The student will be given 10 working days from the date the letter is mailed to respond and object to the release of records.
 - a. A notice stating the student’s intent to object to the release of records should be sent to the Navarro College Admissions Office.
 - b. The student must also file a motion to that effect in the court from which the subpoena was issued.

- c. A copy of this filed motion should be sent to Navarro College for our records.
3. The records will be released if no objection is filed or if required by law.

Hold on Student Records

A “hold” may prevent the release of grades, transcripts, diplomas, or registration until an issue is resolved.

CHANGE OF ADDRESS

Students must ensure Navarro College has their current address and phone information.

How to Update Your Address:

1. Visit the [Change of Address page in the catalog](#).
2. Follow the steps to submit updated information through Self-Service.

Note: The student is responsible for communicating such changes with the College.

Reporting a FERPA privacy concern

If a parent or eligible student feels that the college has not fully honored their privacy rights under [FERPA](#), a written complaint may be filed with:

Family Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605.

ACADEMICS AND STUDENT SUCCESS

Since its founding in 1946, Navarro College has been committed to academic excellence. Faculty members are not only experts in their fields but also dedicated to student success. Many instructors have earned recognition for teaching and contributions to education.

In addition to excellent classroom instruction, faculty and College Career and Student Success Coaches work closely with students to help them achieve their academic and professional goals. Students are encouraged to meet regularly with Success Coaches to plan educational pathways.

KEY RESOURCES AVAILABLE:

[Degree Requirements](#)

Students must follow the degree requirements listed in the Navarro College Catalog for their chosen program. Requirements include general education courses, major coursework, and minimum GPA standards.

[Individualized Degree Plans](#)

Success Coaches can help students develop a personalized degree plan that identifies required courses, sequencing, and recommended timelines for graduation.

[College Career and Success Coaches](#)

Success Coaches assist students with academic planning, course selection, transferring, and overcoming common challenges. They help students set goals, track progress, and stay on track toward graduation.

Students Should See a Coach For:

- Choosing or changing a major
- Creating a semester schedule
- Understanding degree requirements
- Planning to transfer to a university

TEXAS STUDENT SUCCESS INITIATIVE (TSI)

As part of the admission process at Navarro College, all degree-seeking students will be administered a state-approved placement instrument unless they are exempt.

Students should review the [Developmental Education Plan](#) for more details.

ACADEMIC DECORUM

What is Academic Decorum?

Academic decorum refers to the standards of behavior, communication, and professionalism expected in all academic environments, including the classroom. These expectations help maintain a safe, respectful, and productive learning atmosphere.

Student Welfare and Campus Safety Procedure outlines the following:

- Civility guidelines
- Identification information
- Dress standards
- Student Welfare
- Safety policies.

Students are encouraged to review the following:

- [Student Dress and Appearance Code](#)
- [Classroom Decorum](#)
- [Navarro College Attendance Policy](#) and [Attendance Requirements](#)
- [Smoke and Tobacco-Free Navarro College](#)
Navarro College is a tobacco-free institution.

Residence Life students are also encouraged to review [the Residence Life Handbook](#). The handbook includes the standards set for students living in residence halls.

As part of maintaining civility on campus, students are expected to keep noise levels respectful. If others can hear audio from your personal devices (such as music, videos, or other sounds), the volume is considered too loud and must be lowered.

BEING A SUCCESSFUL STUDENT

Students are responsible for their education. Academic and personal habits contribute to success.

Keys to Student Success

Student Identification in Academic Areas

Students must carry their [Navarro College ID](#) while on campus, including classrooms, labs, and academic facilities. IDs help maintain campus safety and ensure access to academic support resources.

Dress & Appearance in Academic Environments

Students should wear attire that:

- Supports a safe and respectful learning environment
- Does not distract others from instruction
- Meets safety requirements for labs or specialized programs

Attendance and Punctuality

Students are responsible for:

- Arriving on time
- Attending class regularly
- Following course attendance policies and the course syllabus
- Communicate early about absences

Preparation

- Successful students prepare for class. Arrive ready to learn.
- Preparing in advance increases understanding and allows you to ask informed questions.
- Review your syllabus and know what is expected each day.

Participation

- Active participation enhances learning.
- Engaging in class discussions broadens knowledge and strengthens understanding.
- Be prepared to contribute ideas and respond to questions.

Quality of Work

- Take pride in your work.
- Complete assignments to the best of your ability. While perfection is not required, your work should reflect accuracy, clarity, and effort.
- Neatness and care in completing assignments demonstrate professionalism and responsibility.

ACADEMIC CONDUCT AND ACADEMIC INTEGRITY

Students are encouraged to review the Navarro College Academic Policy regarding Academic Integrity.

ACADEMIC INTEGRITY EXPECTATIONS

Students are responsible for completing their own work and upholding standards of honesty. Academic dishonesty includes:

- Copying from another person's test paper or academic work;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating without authority with another person during an examination or in preparing academic work;
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test prior to its being fully administered or without permission;
- Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work;
- Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism); and
- Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization;
- Submitting one's own work which has been previously published or submitted for another class. Reusing or re-purposing previously submitted work is referred to as self-plagiarism and is considered cheating.

Students who are unsure whether something may be plagiarism or academic dishonesty should contact their instructor to discuss the issue prior to the assignment due date and before submitting the assignment.

Possible Academic Dishonesty Consequences

Academic dishonesty may result in instructional consequences as outlined in the course syllabus or departmental handbook. Consequences may include:

- A grade of zero on an assignment
- Failing the course
- Removal from a program of study

For additional information, refer to the [Academic Integrity Policy](#).

Classroom Decorum and Positive Academic Atmosphere

Enrollment at Navarro College indicates acceptance of the College's standards and regulations.

- Respect for others is essential to success in college and beyond. Behave respectfully toward peers and instructors.
- Conduct that interferes with another student's education, participation in activities, or residential environment is prohibited. Avoid disrupting the learning environment.
- Follow instructor guidelines for participation and technology use.
- Instructors may remove a student from class if behavior disrupts the learning environment.
- Students are responsible for understanding and following the College's conduct standards.

A balanced academic and social life supports success. Students are encouraged to take their studies seriously, understand expectations, and engage in campus life responsibly.

PROGRAM OF STUDY DISMISSAL PROCEDURE

Students may be dismissed from a program of study for reasons including but not limited to:

- Academic performance (e.g., grades)
- Violations outlined in the program of study handbook
- Professional or behavioral concerns

Certain programs of study such as Allied Health (Nursing, OTA, PTA, and MLT) and Protective Services (Fire, EMT, Paramedic, and Police), may require additional standards of conduct.

Program-related decisions are made by the program director or coordinator and the appropriate dean, consistent with the [Student/Instructor Conflict Resolution Procedures](#).

Students can also refer to the [Program of Study Dismissal Procedure](#) and the [Student Complaint/Grievance Procedures](#).

STUDENT SUPPORT AND ADMINISTRATIVE SERVICES

Navarro College provides a number of services to students to make their college experience successful and enjoyable. Most student services are also available at Navarro College locations.

Student Support Services at a glance:

- [College Career Success Coaches](#)
- [Adult Education programs](#)
- [Financial Aid support](#)
- [Bulldog Life, Testing, Tutoring](#), and [TRIO services](#)
- [College libraries](#)
- [Veterans Services](#)
- [Mental health counseling](#)

ADULT EDUCATION

The Adult Education and Literacy (AEL) Office is located on the Corsicana campus in the Bain Center, Room 328, and at the Waxahachie location in Building A, Room A124. The [Adult Education department](#) provides instruction in:

- GED (High School Equivalency)
- ESL (English as a Second Language)
- Career Pathways
 - Build skills
 - Earn credentials
 - Move into a career or college programs step by step—while working toward better employment and higher pay

Contact AEL:

Phone: 903-875-7464

Email: adulthood@navarrocollege.edu

CARL PERKINS CAREER CENTER

The [Carl Perkins Career Center \(CTE Success Center\)](#) is located in the Bain Center, Room 101, on the Corsicana Campus and at the Waxahachie location, Building A, Room 131.

We are a grant-funded program. We offer assistance, free of charge, to students who are exploring careers, choosing a career or major, and desire to learn job-seeking and other employability skills.

Eligibility for the services to students who are:

- Business, Professional, and Technical Education majors
- Undeclared majors
- Students who want additional guidance in their specific career field

CTE Success Center - Eligibility and Support Services:

- Career exploration tools
- Resume and interview preparation
- Textbook, childcare, and transportation assistance

CASHIER'S OFFICE

Students can visit the [Cashier's Office webpage](#) to access information about

- [Tuition and fee rates](#)
- [Payment plans, options, and deadlines](#)
- Important billing dates

COLLEGE STORES, BEAUTIQUE AND BOOKS, AND STARBUCKS

NAVARRO COLLEGE BOOKSTORE

The bookstore provides textbooks, school supplies, digital course materials through the Immediate Access (IA) Program on Canvas, and Navarro apparel.

The website also offers a list of all course materials required and a price comparison tool to sites such as VitalSource and Amazon. [Visit the bookstore website](#) to obtain the hours of operation or place an online order for books, supplies, and apparel.

Book Buyback is available year-round online only. Go to the [bookstore](#) and choose your location.

Beautique and Books (Starbucks Service)

Beautique and Books is located at 3205 W. 2nd Avenue on the Corsicana campus and offers Starbucks beverages, snacks, school supplies, and Navarro merchandise.

Note: Because we are not a full-scale Starbucks location, our registers are not programmed to accept Starbucks Rewards or any gift cards.

DINING SERVICES

Kenneth P. Walker Dining Hall (Corsicana Campus)

Provides meal service for students, faculty, and staff.

Students must:

- Have a student ID to enter the cafeteria area of the dining hall.
- [Wear appropriate dress](#), including a shirt, shoes, and pants covering the posterior. Pajamas are not permitted.
- Be responsible for picking up after themselves and displaying proper behavior.

[Dining Services webpage provides additional information and the Fall/Spring dining hours](#). Students living in Navarro College Residence Halls are required to have a meal plan. The current room and board price for Fall and Spring semesters includes a My3Flex meal Plan.

[Meal Plans – My3Flex](#)

- Sunday: Brunch, Dinner, & Late Night (6:30 p.m.-10:00 p.m.)
- Monday-Thursday: Three meals daily (Flexibility to use one meal during late-night)
- Friday: Breakfast, Lunch, Dinner (no late night)
- Saturday: Brunch and Dinner (no late night)

Rick and Rosie's Deli

Located on the Corsicana Campus.

The deli offers a variety of light meals, snacks, and soft drinks.

STUDENT IDENTIFICATION CARDS

Navarro College identification cards (Student ID) are available in the Office of Admissions at any location.

Important Guidelines:

- All students must carry a Navarro College identification card while on location
- Do not lend your ID card to others
- Report lost cards immediately to the Admissions Office at the appropriate location
- First replacement card is free; additional replacements may incur a fee

STUDENT ELECTRONIC PORTALS (MYNC, CANVAS, SELF-SERVICE)

Navarro College provides several services to students that are completely available over the Internet. These services provide students with access to college resources virtually 24 hours a day, 7 days a week, from anywhere the student has Internet access.

Contact Center

Email: contactcenter@navarrocollege.edu

Phone: (903) 875-7416

The [Login and Technical Support webpage](#) provides more information regarding:

- Login issues for MYNC, Self-Service, Canvas, and Email
- How to reset your password for Single Sign-on or email
- Technical support for many other programs

Canvas

A course management system used to access assignments, discussion boards, quizzes, and instructional materials. With Canvas, students have the capability to:

- Network outside the classroom through online discussion groups and message boards
- Students can complete practice quizzes
- Access supplemental notes and resources
- Communicate with the instructor and other course peers via e-mail from one online location

Self-Service

Self-Service provides access to registration, financial aid status, payment options, transcripts, and schedule information.

Check out these helpful [Self-Service Tutorials!](#)

Email

All students receive an email account once they are Admissions Complete and throughout their enrollment at Navarro College. (firstname.lastname@nc.navarrocollege.edu)

The student will receive an email to their personal email address with their username and a random password. They will need to reset the password.

From the MYNC Home page, you will be able to access Canvas, Self-Service, Microsoft 365, and Student Forms.

NAVARRO COLLEGE LIBRARIES

Library facilities are located on each of the four Navarro College locations.

[Navarro College libraries](#) provide:

- Books, journals, and electronic resources
- Study spaces and computer access
- Wireless access for personal devices
- Interlibrary loan services

The library aims to maintain a welcoming and supportive learning environment.

ADMISSIONS

Student applications and transcripts are kept on file in the Registrar's Office on the first floor of the Gooch One-Stop Student Center.

Admissions services at a glance:

- [Admitted students' next steps](#)
- [Evaluation of Transfer Credits](#)
- [Transcripts](#)
- [Enrollment Verification](#)
- [Student ID](#)
- Parking Permit - go to Self-Service and choose User Options. Scroll to Vehicle Registration. Complete the form.

After completing the Parking Permit form, you can pick up your permit at any of the following locations:

- Corsicana: Gooch One Stop Welcome Desk
- Waxahachie: Registration Office
- Midlothian: Front Office
- Mexia: Front Office

[STUDENT FINANCIAL AID OFFICE](#)

The [Financial Aid Office](#) (FA) helps students understand and apply for federal, state, and institutional financial aid programs.

The FA office is located on the first floor of the Gooch One-Stop Student Center, the office also provides services to the students attending classes at the Mexia, Midlothian, and Waxahachie locations. The school code is 003593.

Financial Aid services at a glance:

- [Grant and loan guidance](#)
- [Scholarship Support](#)
- [Veterans benefits coordination](#)
- [Refund Policy](#)
- [Satisfactory Academic Progress Policy](#)
- [Loan Entrance Counseling](#)
- [Loan Exit Counseling](#)
- [Repayment Plans](#)

COUNSELING-[BULLDOG MENTAL WELLNESS CENTER \(BMWC\)](#)

Licensed counselors provide free, confidential mental health services to all Navarro students, including in-person or virtual appointments.

[Submit a Bulldog Mental Wellness Center appointment request form.](#)

Counseling Services Include:

- Stress and anxiety support
- Crisis intervention
- Personal counseling
- Referral to community resources

BULLDOG LIFE

[Bulldog Life](#) supports personal, professional, and academic success by offering:

- Skill-building workshops
- Travel and enrichment opportunities
- Mental, physical, and spiritual support
- Transition and career preparation resources

Find out more about how to enroll in Bulldog Life by sending an email to bulldoglife@navarrocollege.edu or by visiting the Bulldog Life Office location inside the R.S. Library.

TESTING SERVICES

Testing Center Expectations:

- All tests require a photo ID.
- Testing is by appointment only.
- Make an appointment 48 hours before the date you wish to test so that we may best accommodate you.
- Students may not begin a test within one hour of closing.
- Although many courses offer online testing, some exams require in-person proctoring to maintain testing security and academic integrity.

TUTORIAL SERVICES

Navarro College offers FREE tutoring at all locations. Tutors assist with writing, math, science, and other subjects.

TRIO STUDENT SUPPORT SERVICES (SSS)

TRIO SSS is a grant program funded by the U.S. Department of Education and designed to help eligible students earn an associate's degree and transfer to a four-year school to earn a bachelor's degree.

TRIO SSS services include:

- Academic advising
- Tutoring and study support
- University transfer planning
- Cultural enrichment opportunities

VETERANS SERVICES (VA)

The Veterans Affairs Office supports veterans and dependents with:

- Review and discuss enrollment
- Federal benefit (VA) certification
- State of Texas benefit processing:
 - Hazelwood: Veteran, Legacy, and Dependent Spouse, or Child Tuition exemption
- State of Texas Tuition Assistance or National Guard and Reserves

VA Education Benefits Certified:

- Chapter 30 (Montgomery G.I. Bill – Active Duty)
- Chapter 31 (Veteran Readiness and Employment)
- Chapter 33 (Post 911 G.I. Bill – Active Duty)
- Chapter 35 (Dependents' Educational Assistance)
- Chapter 1606 (Montgomery G.I. Bill – Selected Reserve)

Eligibility and chapter designation are determined by the Department of Veterans Affairs.

The student can meet with the NC Veterans Representative located in the Financial Aid Office on the first floor of the Gooch One-Stop Student Center in Corsicana.

Class attendance and the effects of nonattendance can affect Veterans Affairs benefits. Veteran students are encouraged to review the [attendance requirements](#).

Assistance with CHAMPVA is available. Resources for Veterans who need guidance with filing disability claims is also available upon request.

STUDENT LIFE

QUICK ACCESS TO STUDENT LIFE RESOURCES:

- [Join a club or organization](#)
- [Student Government Association](#)
- [Play intramural sports](#)
- [Visit the Game Room & Fitness Center](#)
- [Attend campus events & workshops](#)

Navarro College offers many student activities designed to enhance learning outside the classroom. These opportunities help students build leadership skills, collaborate with peers, and engage with campus life.

Student Life Provides:

- Leadership development
- Club and organization involvement
- Workshops and events
- Campus activities throughout the year

Students can visit the Student Life office located on the first floor of the Richard Sanchez Library on the Corsicana campus for information.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA represents all Navarro College students and provides a voice in campus decision-making. The association plans events, advocates for student needs, and encourages civic engagement.

[Visit the Student Government Association \(SGA\) webpage.](#)

STUDENT ORGANIZATIONS

Navarro College offers academic, cultural, recreational, and special-interest student organizations. Joining a club helps students build friendships, develop leadership abilities, and participate in campus events.

Students can visit the [Student Life website](#) to view a list of active organizations and instructions for joining or starting a new club.

GIBSON HALL STUDENT CENTER AND RECREATIONAL ACTIVITIES

The Student Center offers a variety of recreational and wellness resources, open to all Navarro students, faculty, and staff.

Available Facilities:

- Gymnasium
- Laundry Facilities
- Game room with billiards, ping-pong, and table games
- Mailroom
- Brenda Duncan Fitness Center (cardio and weight equipment)

The Student Center is open to all Navarro College students, faculty, and staff.

Hours of operation are available on the [Student Life Facilities page](#).

INTRAMURALS AND INTERCOLLEGIATE SPORTS

Intramurals

Navarro College offers seasonal [intramural sports](#) for all students. These activities promote teamwork, physical fitness, and friendly competition.

Intramural Sports Include:

- Basketball
- Football

- Softball
- Volleyball
- Additional seasonal activities

Students can sign up through the Student Life Office, located inside the Richard Sanchez Library.

Intercollegiate Sports

Navarro College offers competitive athletic programs recognized at regional and national levels. Students can learn more through [Navarro College Athletics webpage](#).

Men's Teams:

- Football
- Basketball
- Baseball

Women's Teams:

- Volleyball
- Softball
- Soccer

Co-Ed Programs:

- Esports
- Cheerleading
- Athletic Training

PUBLIC INFORMATION AND EVENT PROMOTION

Any publicity for college activities that will be distributed off-campus must be coordinated through the [Marketing Department](#). This ensures accurate information, brand consistency, and professional communication with media outlets.

STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

Student Rights and Responsibilities

Enrolling at Navarro College means students agree to follow college policies and conduct expectations. These rights and responsibilities help maintain a safe, respectful, and supportive learning environment.

Students should review the Student Code of Conduct, which outlines expected behaviors, prohibited actions, and disciplinary procedures.

MAJOR CONDUCT POLICIES INCLUDE:

- [Student Conduct Policy](#)
- [Code of Student Conduct](#)
- [Special Programs](#)
- [Student Misconduct Information](#)
- [Drug-free Campus](#)
- [Complicity](#)
- [Off-premises Conduct](#)
- [Integrity](#)
- [Student Complaints and Grievances](#)
- [Student Instructor Conflict Resolution](#)
- [Grade Challenge](#)
- [Program of Study Dismissal](#)

Denial of admission or readmission to Navarro College involves the exercise of judgment by college administrators. Therefore, the denial process involves the systematic collection of available facts and information.

Such facts and information might include, but are not limited to, such areas as:

- police, court, or records of other public agencies
- records or observations of a disciplinary nature from Navarro College and/or other educational institutions
- observations and judgments of people of acquaintance
- recommendations of counselors, psychologists, or other professionals
- observations and recommendations of supervisors or authorities
- observations or judgments of law enforcement officers or other public authorities
- results of commonly accepted tests or other instruments or
- any other source of available information relevant to making an assessment of the student's probable behavior

STUDENT CODE OF CONDUCT

Every decision a student makes—including failing to follow policies, ignoring deadlines, or violating conduct expectations—can impact academic standing, campus privileges, or enrollment status. Understanding College policies helps students make informed decisions.

Lack of knowledge of specific policies will not be an excuse for breaking any Navarro College or State of Texas policy or law.

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

Who is considered a student?

A “student” includes:

- Individuals currently enrolled (full-time or part-time)
- Individuals who withdraw during a conduct review
- Individuals not enrolled but maintaining an academic relationship
- Applicants for admission or readmission

Student Code of Conduct in Special Programs

Some academic programs, such as Nursing, Allied Health, Fire Academy, EMT, and Law Enforcement, have additional conduct expectations described in program handbooks. Students are responsible for following both the [Student Code of Conduct and program-specific rules](#).

Student Code of Conduct: Examples of Student Misconduct

Students are responsible for knowing and obeying the college rules, as well as local, state, and federal laws. Consistent with U.S. Department of Education Title IX regulations, the Violence Against Women Reauthorization Act of 2013, the Clery Act, Campus SaVE Act, and Texas sexual misconduct laws, Navarro College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off the Navarro College premises, will be subject to adjudication and potential disciplinary action in accordance with the [College's Due Process](#).

Disciplinary action may result in withdrawal, suspension, or expulsion from Navarro College and additional independent action from the civil authorities, such as the Navarro College Department of Public Safety or other local, state, or federal law enforcement agencies.

Discipline Misconduct Examples At-A-Glance

Discipline Category	Specific Numbers of Examples of Misconduct <i>The full details for each numbered specific example of misconduct are listed beginning on page 45.</i>	Summary of Disciplinary Actions and Behaviors
Safety-Related Misconduct	1, 7, 8, 9, 11, 18, 20, 21, 22, 23, 30, 35*	Actions that may cause danger, injury, or unsafe conditions for yourself or others.
Behavioral Misconduct	3, 4, 5, 6, 19, 24, 25, 27, 29, 33, 35*	Behaviors that disrupt learning, disrespect others, or break school expectations.
Academic & Administrative Misconduct	2, 16, 17, 19, 26, 28, 31	Issues related to honesty, work completion, following procedures, or complying with school rules.
Substance-Related Misconduct	12, 13, 15	Possessing, using, or being under the influence of prohibited substances.
Property-Related Misconduct	10, 28, 34	Damaging, misusing, or taking property that isn't yours.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off Navarro College premises.
2. Violating any college policy, procedure, protocol, rule, or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties. Disrespect in the form of verbal or physical abuse directed toward a college official is also prohibited.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon on or off college property or where not otherwise legally allowed or prohibited by college policy.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off Navarro College premises. This includes but is not limited to hazing or voluntarily submitting to hazing, or any participation or support thereof.
10. Stealing, destroying, defacing, damaging, or misusing college property or property belonging to others and/or participating as an accessory in such activity.
11. Infliction, threat, or inciting bodily harm while on or off college property: (1) infliction of bodily harm upon any person; (2) any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Hemp, CBD, Spice, Genie, Flakka, or excessive quantities of DXM or bath salts either illegally on or off Navarro College premises or at all in any college building or facility, or other public area, or supporting or assisting with or remaining in the known presence of such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill containers, or related packages).

13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college-owned buildings.
14. Gambling in any form, including but not limited to onlooking or conspiracy on or off college property.
15. Illegal possession, use, sale, manufacture, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance. Drug paraphernalia of any type, including bongos, clips, pipes, residue, seeds, oil, a smoke-filled room, or any other items used in the preparation or consumption of illegal drugs, is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.
16. Forging, altering or misusing any college or other documents, forms, records, or identification cards.
17. Violating any rule or regulation that applies to residential facilities owned by Navarro College or breaking a residence hall contract. Specific housing regulations are described in the Residence Life Handbook.
18. Possession of or setting off any explosive devices, fireworks, or flammable liquid or object on college property.
19. Failing to respond to an official summons from an administrative officer of the College within the time indicated.
20. Harassing, bullying, intimidation, or stalking made either in person, by telephone, in writing, or in electronic form.
21. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, sexual orientation, or sexual identity of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
22. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off Navarro College premises. This includes intimate partner dating violence, domestic violence, sexual assault, or stalking.
23. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone, or through other electronic means that contributes to or

suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Navarro College.

24. Obstructing or disrupting any college activity, including teaching, research, social activities, and public service functions.
25. Engaging in any obscene, profane, slanderous, reckless, destructive, or unlawful course of conduct.
26. Bribery, forgery, alteration, misuse of college documents, records, or identification, as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications, and academic assistance provided by the college.
27. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio, or through other means in a way that is sufficiently loud enough to disturb other members of the College community.
28. Theft, copyright infringement, or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive, or transport obscene, abusive, or pornographic messages or images.
29. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations, or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
30. The use of toy guns, water balloons, and other water toys is prohibited on all Navarro College locations.
31. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Integrity procedure.
32. Participating in illegal or unsanctioned solicitation on or off the premises of Navarro College.
33. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Navarro College.
34. Harboring or in possession of unapproved animals on any Navarro College location.
35. Engaging in an off-premises offense.

ANTISEMITISM-RELATED DISCIPLINARY DETERMINATIONS

In compliance with Senate Bill 326 (89th Texas Legislature, 2025), Navarro College includes the following provision in the administration of the Student Code of Conduct:

1. If a student's conduct violates the Student Code of Conduct and may reasonably be determined to have been motivated by antisemitism, the College will apply the definition of antisemitism as provided in Texas Government Code, Section 448.001, including the illustrative examples.
2. For the purpose of this policy, antisemitism is defined as "a certain perception of Jews that may be expressed as hatred toward Jews." The term also includes: "Rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property, or toward Jewish community institutions and religious facilities."
3. This provision is not intended to restrict or punish speech that is protected by the First Amendment to the United States Constitution or by Article I, Section 8 of the Texas Constitution, unless such speech is accompanied by conduct that itself violates the Student Code of Conduct.
4. This requirement is effective beginning with the 2025-2026 academic year and applies to all disciplinary reviews conducted by Navarro College.

OFF-PREMISES CONDUCT

When a student is alleged to have violated Navarro College's Student Code of Conduct by an offense committed off the college premises, the College reserves the right to investigate and adjudicate the matter.

All students enrolled in Navarro College should clearly understand that the college is expressly concerned with student conduct both on and off the college premises. Navarro College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct.

To this end, any student enrolled in Navarro College who is found in violation of the Student Code of Conduct or state or federal laws, even in an off-site setting, is subject to administrative disciplinary procedures that could result in one or a combination of several [disciplinary sanctions](#).

Based on the reasonable belief that a student has been involved in conduct off-site that is incompatible with the college's function as an educational institution or with the mission of Navarro College, the Director of Student Development, at their discretion, may invoke the [disciplinary process](#).

DRUG-FREE INSTITUTION STATEMENT

Navarro College is a drug- and alcohol-free institution. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden.

The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

Drug and Alcohol Violation Consequences:

Students found in possession or under the influence [on or off college premises](#) may face:

- Disciplinary action
- Criminal proceedings
- Loss of financial aid (if offense occurred while using federal aid)

All students are held to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

Federal Financial Aid Impact

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time if they were receiving federal student aid when the offense occurred.

The suspension of eligibility time table depends on the violation and may resume upon the completion of a Department of Education approved rehabilitation program.

Drug and Alcohol Abuse

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse. [Navarro College is a Drug-Free Institution.](#)

[Bulldog Mental Wellness Center \(BMWC\) information.](#)

Residence Life Students are encouraged to review the [Residence Life Handbook](#) regarding drugs and alcohol.

HAZING

Navarro College is committed to the safety and welfare of its students and prohibits any action taken or situation created, whether on or off college property, to produce mental or

physical discomfort, embarrassment, harassment, or ridicule. Hazing, as defined in detail below, is strictly prohibited.

What Is Hazing?

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization as listed in Texas Education Code, Sec. 37.151.

A hazing offense occurs when someone:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to the appropriate institution official.

Legal Hazing Consequences (Under the Texas Education Code, Section 27.152):

- Class B misdemeanor – failing to report hazing and hazing incidents that do not cause bodily injury
- Class A misdemeanor – Hazing causes serious bodily injury
- State jail felony – hazing resulting in death

Additional sanctions may be applied by Navarro College as outlined in the **[Student Code of Conduct](#)**.

[How to Report Hazing:](#)

Reports of hazing can be made to the individuals listed below.

- Executive Director Student Services: (903) 875-7670
- Director of Student Development: (903) 875-7681
- Email: student.conduct@navarrocollege.edu

In an emergency:

- Dial 911 or
- Call (903) 654-3999 for Navarro College Department of Campus Safety
- Email: campuspolice@navarrocollege.edu

Hazing Consequences:

The law does not restrict the right of Navarro College to enforce its own rules against hazing, and the College will take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under the state hazing law.

Hazing with or without the consent of the student is prohibited by Navarro College. Both the individual(s) inflicting the hazing and the person submitting to the hazing are subject to disciplinary action under the [student code of conduct](#). The fact that an individual consented to a hazing activity is not a defense to prosecution of an offense under the hazing law, and neither will it be under the College's [disciplinary process](#).

Initiations or activities by organizations may not include any action or situation that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline.

The disciplinary actions assigned/determined in a particular case will vary dependent on the nature of the conduct involved, the circumstances and conditions that existed at the time, and the results that followed such conduct.

Possible sanctions may include, but are not limited to:

- Disciplinary warning
- Disciplinary probation
- Removal from residence life
- Disciplinary suspension
- Withdrawal
- Expulsion

HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, AND BULLYING

Navarro College will not condone any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary, and remedial action in response to such determined incidents.

Harassment

Unwelcome conduct (verbal, physical, or visual) based upon protected characteristics, such as but not limited to:

- Sex
- Color/Race
- Ancestry
- Religion
- National origin
- Age
- Physical or mental condition/Disability
- Veteran status
- Citizenship status
- Any other protected group status under law

Sexual Harassment

Includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

Sexual harassment under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Examples of Sexual Harassment

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual or physical contact with sexual overtones.
- Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment.)

- Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

Intimidation and Bullying

Includes written, verbal, electronic, or physical acts that harm, threaten, or humiliate a student, disrupt learning, or target specific characteristics (race, gender, identity, disability, etc.):

- Is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and
- A reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Reporting Concerns

Any student with a concern of this nature should immediately contact:

- Executive Director of Student Services: (903) 875-7670

- Director of Student Development: (903) 875-7681
- Email: student.services@navarrocollege.edu

Students should follow the [Student Grievance Procedures](#).

Accordingly, any faculty or staff member who feels threatened by similar incidents should follow the grievance procedures outlined in the Navarro College Administrative Policies and Procedures Manual and should report such incidents in a timely manner.

SEXUAL HARASSMENT AND MISCONDUCT

The College is committed to providing programs, activities, and an educational environment free from sex discrimination.

The College prohibits all forms of Sexual Misconduct--condoning and strictly prohibiting offenses involving:

- Domestic violence
- Dating violence
- Sexual assault
- Stalking
- Sexual harassment
- Related behaviors

The College fosters a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct allegations.

How to Report Sexual Misconduct:

- Contact the [Title IX Coordinator](#)
- [Submit a Title IX Complaint Form](#)

Title IX Support Processes

- Established grievance procedures (the College's [Sexual Misconduct Procedures](#)) for the handling of allegations of Sexual Misconduct
- Developed Sexual Misconduct-related education and training programs
- [Title IX - Information Page](#)
- [Sexual Misconduct Policy](#)
- [Title IX Prevention and Mitigation](#)

Title IX Orientation

Incoming students must complete Title IX Orientation before or during the first semester or term in which the student is enrolled.

A student who has not completed Title IX Orientation will acquire a registration [hold](#) on their student account and will not be able to register for subsequent semesters or terms until the Title IX Orientation requirement has been satisfied.

COMPLICITY

A student may not help, encourage, or allow another individual to violate the [Student Conduct policy](#).

STUDENT DRESS AND APPEARANCE CODE

Dress & Appearance Expectations:

Students should maintain clothing and grooming that:

- Is appropriate for an educational environment
- Does not distract others
- Meets safety requirements of specific programs

A mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions at all Navarro College locations.

Obvious violations of these standards may be subject to [disciplinary action](#).

ENSURING APPROPRIATE ADJUDICATION FOR CRIMES VIOLATING CIVIL RIGHTS

Navarro College ensures the protection of civil rights through:

- Preventative measures,
- Educational programming
- Prompt responsiveness to violations

Students who feel that their rights or access to educational programming and activities may have been violated should report concerns promptly.

Navarro College investigates reports of harassment, discrimination, and other civil-rights violations through established conduct procedures. Students affected by such incidents may participate in investigations and appeals.

Students who are affected by suspected incidents may be notified in order to allow those individuals the right to participate in the investigatory and adjudication processes under the appropriate processes, typically the [Student Code of Conduct](#) or the personnel disciplinary process.

While affected students may choose whether to participate in either of the investigatory, adjudication, and/or appeal processes when such incidents are reported, certain processes (e.g., the [Title IX Sexual Harassment Policy](#)) may entail more detailed requirements.

In addition to following these processes, a student may choose to pursue a grievance as referenced and applicable under the [Student Discrimination Grievance Procedure](#).

DISCIPLINARY PROCEDURES FOR STUDENT MISCONDUCT

UNDERSTANDING THE DISCIPLINARY PROCESS

Navarro College follows a formal process for addressing student misconduct. The procedures ensure fairness, due process, and timely resolution of reported concerns. All students are encouraged to review the [Student Rights and Responsibilities](#) during this process.

The [Disciplinary Procedures and Sanctions](#) outline:

- Disciplinary Procedures
- Sanctions Against Misconduct
- Due Process and Timeframe
- Failure to Comply with Disciplinary Sanctions

Typical Steps in a Disciplinary Review

1. **Report Received:** A complaint or incident report is submitted to Student Services.
2. **Initial Review:** The College determines whether the report indicates a potential Code of Conduct violation.

3. **Notice to Student:** The student receives written notice describing the alleged violation.
4. **Meeting or Hearing:** The student meets with a conduct officer to review details and provide information.
5. **Outcome Issued:** The College assigns appropriate sanctions if a violation is found.
6. **Right to Appeal:** The student may appeal the decision following the timelines in the policy.

What is Due Process?

Due process means the student is notified of allegations, allowed to present information, and given an opportunity to appeal.

RESIDENCE LIFE

The [Residence Life Department](#) provides a safe, supportive, and student-centered living environment that promotes academic success and personal growth.

STUDENTS LIVING ON CAMPUS SHOULD REVIEW:

- [Residence Life Handbook](#)
- [Student Housing Policy \(NCBPAP Section FG\)](#).
- [Residence Life Frequently Asked Questions](#)
- [Satisfactory Attendance and Academic Progress Requirements for Residence Life](#)

CRIMINAL HISTORY CHECK

Students applying for on-campus housing must complete the Residence Life Background Information (RBI) form as part of the application process. This step helps ensure the safety and security of all residents.

For additional information, refer to the [Residence Life Criminal History Check Procedures and Standards](#).

AUTHORIZED DISCIPLINARY ACTIONS

Residence Hall Level

Residence Hall Specialists may respond to violations of the response to violations of the [Student Code of Conduct](#) or the [Residence Life Handbook](#). They may also respond to specific complaints by members of the residential community.

Navarro College Locations – College Administrative Level

Repeated or serious violations may result in additional actions determined by the College administration.

TYPES OF DISCIPLINARY SANCTIONS

An incident may involve multiple violations and may result in action at more than one administrative level. Action at one level does not prevent action at another level arising from the same incident.

Written Warning

A written warning is an official notice to the student that their past behavior does not meet College expectations. It is educational in nature and may serve as the basis for more severe action if additional violations occur.

Restitution

Restitution may be required when property damage occurs or when fines apply.

Financial obligations may include:

- Replacement cost
- Repair charge
- Administrative or punitive charges
- A combination of these

Restrictions and Suspension of Activities

Restrictions may limit or prohibit a student's access to College facilities, services, employment, or activities. Possible restrictions include:

- No participation in student organizations
- No use of college facility, such as the student center
- No participation in college activities, such as dances, parties, intramurals, etc.
- Removal from a residence hall

- Suspension of specific privileges such as residence hall visitation. Other actions may be taken, as appropriate to the violations
- Terminations or refusal of college employment.

Revocation of Scholarship

Performance-based scholarships may be revoked when appropriate based on the violation. Athletic scholarships also may be revoked in accordance with the Athletic Code of Conduct.

Behavioral Contract

A student may be required to enter into a behavioral contract outlining expectations for continued enrollment or residence. Referral to on-or off-campus resources may also be required. Community service requirements may be part of any contract.

Disciplinary Probation

Disciplinary probation may include any of the actions listed above. It is imposed when a student's behavior raises concern about their ability to meet College expectations. Failure to comply with probation conditions may result in suspension. Probation typically lasts one regular academic semester.

Suspension

Suspension results in removal from enrollment and prohibition from College premises for a specified period. The duration is determined by:

- The seriousness of the violation
- The likelihood of future misconduct

Suspension may result in permanent separation from the College.

Immediate Suspension

Immediate suspension may occur when a student's presence poses:

- A danger to individuals or property
- A significant disruption to the academic process.

The student may be removed immediately from College premises and privileges. A notice of hearing will follow as soon as is practical.

Students subject to disciplinary action may be reviewed periodically during the effective period of the sanction to determine their compliance and progress toward responsible behavior.

A single incident may result in actions at both the Residence Hall and College Administrative levels. For example, a noise violation may result in a Residence Hall warning, while possession of prohibited items may trigger a College-level conduct review.

Transcript Notation Requirements

Texas House Bill 449 (2019) adds Section 51.9364 to Chapter 51 of the Texas Education Code, requiring public and private institutions of higher education to include a “notation” on a student’s transcript when “the student is ineligible to reenroll in the institution for a reason other than an academic or financial reason.”

This may encompass any conduct concern.

Additionally, state law mandates the student’s transcript:

- may be withheld pending investigation and
- include a notation regarding ineligibility to return due to disciplinary processes (e.g., withdrawal, suspension, expulsion) – TX HB 449 and 1735 (2019).

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

All complainants should attempt first to resolve the issues where they arise and with appropriate parties involved, unless there is a [Title IX Sexual Violence/Sexual Harassment](#) or other safety concern.

For [Student/Instructor Conflict](#), follow the resolution process provided.

How to Appeal a Disciplinary Decision

1. [Submit the Student Complaint/Grievance appeal form](#) within the deadline provided in your outcome letter. Note: It is best to submit this form from a computer rather than your cell phone.
2. State the grounds for appeal (procedural error, new information, etc.).
3. The appeal will be reviewed by the designated administrator or committee.
4. A final decision will be issued in writing.

Appeals must be submitted within the timelines listed in [the Disciplinary/Sanctions procedures](#).

HEALTH, SAFETY, AND SECURITY

VACCINATION AGAINST BACTERIAL MENINGITIS AND OTHER IMMUNIZATIONS

Texas law requires most new or returning college students under age 22 to receive a bacterial meningitis vaccination at least 10 days before the start of classes. Navarro College follows these state guidelines to protect student health.

Students Must Provide:

- Proof of bacterial meningitis vaccination
- OR a notarized exemption form (medical or conscientious)

Students should review the [Immunization Alert](#) for full details and exemptions.

Additional Health Policies Include:

- HIV/AIDS policy ([FFB.1](#))
- Mental Health policy ([FF.2](#))

HARM TO OTHERS

Navarro College may remove an individual from participation or not permit an individual to participate in or benefit from the services, programs, or activities of the public entity when that individual poses a direct threat to the health or safety of others.

A **direct threat** is defined a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services as provided below.

When determining whether an individual poses a direct threat to the health or safety of others, the Vice President of Student Success or a designee must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain:

- The nature, duration, and severity of the risk
- The probability that the potential injury will occur
- Whether reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services, will mitigate the risk

CAMPUS SAFETY AND SECURITY

[The Navarro College Department of Public Safety \(NCDPS\)](#) operates 24/7 on the Corsicana campus and ensures a safe environment for students, employees, and visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely.

NCDPS Services Include:

- Emergency Response
- Campus Patrol
- Safety Escorts

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, NCDPS collects and publishes specific information on Navarro College crime statistics, security policies, and services. [Learn more about campus safety and student welfare within the Campus Safety Procedures \(FF.1\)](#)

EMERGENCY NUMBERS

Students, Faculty, and Staff may contact the Navarro College Department of Public Safety:

- Call or Text: (903) 654-3999
- Office phone: (903) 875-7500
- Emergency: 911

Location-specific numbers:

- Waxahachie location: (972) 923-6436.
- Midlothian location: (972) 775-7265

REPORTING CRIMES OR EMERGENCIES

All criminal offenses that occur on Navarro College property should be reported immediately to the Navarro College Department of Public Safety.

How to Report a Crime on Campus

1. Contact the NCDPS immediately (24/7).
2. Provide your location, name, and details of the incident.
3. Follow directions from campus police.

Anonymous reporting is available through:

- [Navarro College Anonymous Crime/Safety/Environmental Reporting - Crime Reporting Information](#)

CAMPUS CARRY (CONCEALED HANDGUN LAW – TX SENATE BILL 11)

Important Restrictions:

- Firearms must remain concealed at all times
- Weapons are prohibited in designated exclusion zones (posted areas).
- Residence halls have additional restrictions; see [Residence Life Handbook](#).

References and Cross-References

- Texas Gov't Code, Chapter 411
- Texas Penal Code, Chapter 30 and Chapter 46
- Texas Educ. Code, Section 51.231
- Texas Code Criminal Procedure, Article 2.12

PARKING ON NAVARRO COLLEGE PREMISES

Parking Expectations

- Park only in designated spaces.
- Follow posted signage and curb color rules.
- Keep fire lanes, handicap spaces, and restricted zones clear.

Non-Pedestrian Transportation:

Navarro College allows the use of skateboards, roller blades, skates, bicycles, and similar devices for transportation on all locations under the following conditions:

- Use of skateboards, roller blades, bicycles, self-balancing scooters, Segways, or similar devices is not permitted inside any building. Roller blades or attached devices must be removed before entering.
- Users must maintain control and avoid high speeds or unsafe operation.
- Users must yield the right-of-way to pedestrians, motor vehicles, wheelchairs, and mobility devices designed for persons with disabilities.

Additional regulations, including Bicycle Regulations, Pedestrian Regulations, and Parking Zone Markings, are available in the [Traffic Safety Rules and Regulations found within Campus Safety Services online page](#).

The Traffic Safety Rules and Regulations have been developed to manage parking and ensure vehicles are parked in legitimate designated parking spaces.

WATCHDOG ALERT SYSTEM

The [WatchDog Alert System](#) is a communications service used to quickly reach the college community with urgent voice, text, and email messages.

Alerts may include:

- Severe weather
- Campus closures
- Emergency situations
- Safety notifications

Resident Life students may also be alerted by an Outdoor Warning System that is located near the residence halls.

The WatchDog Alert System is a free service for students, faculty, and staff. Standard text messaging rates may apply based on individual wireless provider plans.

Students and employees should regularly update contact information (e.g., phone numbers and email addresses) in Self Service.

[Open Self-Service \(student account portal\).](#)

LOST AND FOUND

- Corsicana Campus: DPS Office. Items found in Gibson Hall Student/Fitness Center remain there for 48 hours before transfer.
- Mexia Location: Administration Building (NCBA) front office.
- Waxahachie & Midlothian Locations: Items submitted to DPS at each location.