



2020-2021 WCJC College Catalog Addendum

This addendum to the 2020-2021 WCJC College Catalog lists modifications to school policy that have occurred during the current academic year. Items listed within this addendum include reference to the current information and page number in the College Catalog that is being replaced or revised, the updated verbiage and college policy, and the effective date of the change. These changes stand as the official policy for the College, superseding the information in any print or electronic copy of the 2020-2021 WCJC College Catalog.

Policy Revision – [Policy FJ: Student Records](#)

Effective Date: August 2020

The subsection “Access to Student Records” on page 7 of the Catalog changed to “Family Educational Rights and Privacy Act (FERPA).” This subsection now reads:

In compliance with federal Public Law 93-380, Family Educational Privacy Act of 1974 and the Texas Open Records Act (Chapter 552, Government Code), the College does not release personally identifiable records or files. Further information concerning this policy and laws on which it is based is available in the Wharton County Junior College Student Handbook and in College Policy FJ (legal). Questions concerning access to student records may be addressed to the WCJC Registrar.

Policy Revision – [Policy ECC: Instructional Arrangements – Course Load and Schedules](#)

Effective Date: August 2020

The subsection “Course Load” on page 9 of the Catalog now reads:

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 19 semester hours shall require approval by the Vice President of Instruction.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of seven

semester hours per term or 14 semester hours per summer semester shall require approval by the Vice President of Instruction.

The normal load during a mini semester shall be one course of three or four credits. Students may not enroll for more than a normal load without approval from the Vice President of Instruction.

Policy Revision – [Policy EGA: Academic Achievement – Grading and Credit](#)

Effective Date: August 2020

The subsection “Grading Policy, Grade Reports, Grade Points” on page 10 of the Catalog now reads:

The College considers grades extremely important permanent records and requires instructors to communicate their specific grading policies for each class at the beginning of the semester. At the end of the semester, the College requires instructors to submit final grades electronically for all officially enrolled students. Students may access grades online through Online Services.

Policy Revision – [Policy FLD: Student Rights and Responsibilities – Student Complaints](#)

Effective Date: August 2020

The subsection “Attendance of Classes” on page 8 of the Catalog now reads:

Once a “W” is recorded, any appeal must follow the academic appeal process outlined in the Student Handbook and Policy FLD.

The subsection “Grading Policy, Grade Reports, Grade Points” on page 10 of the Catalog now reads:

Students who believe errors have been made in the final reporting of grades should discuss the matter with their instructors. The students shall follow the method of appeal set forth in the Student Handbook and in Policy FLD. A grade change request must be filed within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision giving rise to the grade appeal.

The subsection “Graduation Under a Particular Catalog” on page 11 of the Catalog now reads:

Appeals to this policy are reviewed by the Vice President of Instruction, provided the appeal is submitted in written format and includes appropriate documentation. Students are directed to the Student Handbook and College Policy FLD for further clarification.

The subsection “Student Grievances and Complaints” on page 14 of the Catalog now reads:

The College has an established policy for hearing student grievances and complaints. Students who believe they have legitimate complaints about (1) discrimination or harassment based on sex, race, age, gender identity, national origin, religion, veteran status, or disability; (2) non-academic decisions, rules, or regulations; (3) management or conduct of programs; (4) allegations of misleading advertisement or promotion of programs; or (5) other actions of college employees should contact the Office of the Dean of Student Success to file the grievance following College Policy FFDA, FFDB, or FLD.

The subsection "Student Rights" on page 17 of the Catalog now reads:

If a student feels that his/her rights have been violated, WCJC Board Policy FLD, Student Complaints, provides policies and processes for a grievance. Grievance may include both non-academic (i.e., discrimination, actions of College or other students) and academic (academic decisions) concerns. Questions regarding student rights may be directed to the Dean of Student Success.

The subsection "Student Responsibilities" on page 18 of the Catalog now reads:

As a student of WCJC, an individual assumes responsibility of observing a proper standard of conduct at all times. Students are expected to understand and comply with all College policies and procedures.

All students shall obey the law, show respect for properly constituted authority, and observe proper standards of conduct. Each student shall:

- Demonstrate courtesy, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class and take appropriate materials and assignments to class;
- Obey all classroom rules;
- Respect the rights and privileges of students, faculty, and other WCJC staff and volunteers;
- Respect the property of others, including College property and facilities; and
- Cooperate with and assist the College staff in maintaining safety, order, and discipline.

Policy Revision – [Policy CHF: Cite Management – Weapons;](#)
[Policy FLBE: Student Conduct – Alcohol and Drug Use;](#)
[Policy FFDA: Freedom from Discrimination, Harassment, and
Retaliation – Sex and Sexual Violence;](#)
[Policy FFDB: Freedom from Discrimination, Harassment, and
Retaliation –Other Protected Characteristics;](#)
[Policy FFE: Student Welfare – Freedom from Bullying;](#)
[Policy FLBD: Student Conduct – Tobacco Use](#)

Effective Date: August 2020

The subsection “Prohibited Behavior Statement” on pages 18-20 of the Catalog now reads:

1. Federal, State, and Local Laws – Violations of federal, state, and local law or WCJC policies, procedures, or rules, including those in the Student Handbook.
2. Prohibited Weapons – Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons to include fireworks, as described in College Policy CHF, without prior approval.
3. Drugs and Alcohol – Behaviors regarding drugs and alcohol and associated paraphernalia as described in College Policy FLBE.
 - a. A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College premises and at College-sponsored activities.
 - b. No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of any of the following substances on College premises or at College-sponsored activities:
 - c. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - i. Any abusable glue, aerosol paint, or any other volatile chemical substance or inhalation.
 - ii. Any performance-enhancing substance, including steroids.
 - iii. Any designer drug.
 - iv. Any other intoxicate or mood-changing, mind-altering, or behavior-altering drug.
 - d. Paraphernalia – The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance.

4. Debts – Owing a monetary debt to the College that is considered delinquent or writing an “insufficient funds” check to the College.
5. Disruptions – Disorderly conduct or disruptive behavior. Disorderly conduct shall include any of the following activities occurring on the premises owned or controlled by WCJC:
 - a. Behavior of a boisterous or tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
 - b. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
 - c. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
 - d. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
 - e. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will provoke disturbance.
 - f. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
 - g. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in the College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, or exit from, or free passage in such building.
6. Behavior Targeting Others –
 - a. Threatening another person, including a student or employee.
 - b. Intentionally, knowingly, or negligently causing physical harm to any person.
 - c. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee as written College Policy FFDA, College Policy FFDB, and College Policy FFE.
 - i. Prohibited harassment of a student is defined as physical, verbal, or non-verbal conduct based on the student’s race, color, religion, national origin, disability, age, gender, or on any other basis prohibited by law that adversely affects the student. Read full policy at College Policy FFDB.

- ii. Prohibited sexual harassment, which includes sexual violence, dating and domestic violence, and stalking, is defined as unwelcome sexual advances, request for sexual favors, sexually motivated physical, verbal, and non-verbal conduct, or other conduct or communication of a sexual nature when the conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College's educational program or activities. Read full policy at College Policy FFDA.
 - iii. Bullying, which may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft, name-calling, rumor spreading, or ostracism, is strictly prohibited. Bullying occurs when a student or group of students engage in written or verbal expression, expression through electronic means, or physical conduct that occurs on College premises or at a College-sponsored activity and that:
 - has the effect or have the effects of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the students' person or of damage to the student's property; or
 - is so sufficiently severe, persistent, or pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College's educational program. Read full policy at College Policy FFE.
 - iv. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.
- d. Hazing with or without the consent of a student.
 - e. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
 - f. Endangering the health or safety of members of the College community or visitors to the premises.
7. Property –
- a. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College property or the property of others.
 - b. Stealing or theft of College property or the property of others.

- c. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College or third parties without permission.
8. Directives –
 - a. Failure to comply with the directive of a College official.
 - b. Failure to provide identification upon request.
9. Tobacco and E-cigarettes – Possession or use of tobacco products or e-cigarettes on College property without authorization [College Policy FLBD].
10. Misuse of Technology –
 - a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
 - b. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
 - c. Attempting to alter, destroy, disable, or restrict access to College District technology resource including, but not limited to, computers and related equipment, College District data, the data of others, or other networks connected to the College’s system without permission.
 - d. Using the internet or other electronic communications to threaten College students, employees, or volunteers.
 - e. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
 - f. Using email or websites to engage in or encourage illegal behavior, or threaten the safety of the College, students, employees, or visitors.
 - g. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College, students, employees, or visitors.
11. Dishonesty –
 - a. Scholastic dishonesty, which includes cheating, plagiarism, and collusion.
 - i. Cheating, which includes, but is not limited to:
 - Copying from another student’s test or class work.
 - Using test materials not authorized by the person administering the test.
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment.

- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
 - Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - Bribing another person to obtain an unadministered test or information about an unadministered test.
 - Manipulating a test, assignment, or final course grade.
- ii. Plagiarism – the appropriating, buying, receiving as a gift or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
 - iii. Collusion – the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
- b. Making false accusations or perpetrating hoaxes regarding the safety of the College, students, employees, or visitors.
 - c. Intentionally or knowingly providing false information to the College.
 - d. Intentionally or knowingly falsifying records, passes, or other College-related documents.
12. Gambling or Other Conduct – Gambling or engaging in any other conduct that a College official might reasonably believe will substantially disrupt the College program or incite violence.

Policy Revision – [Policy FFDA: Freedom from Discrimination, Harassment, and Retaliation – Sex and Sexual Violence](#)

Effective Date: August 2020

The subsection “Wharton County Junior College Sexual Harassment Policy – Regulation 879” on page 20 of the Catalog now reads:

Subsection “Wharton County Junior College Sexual Misconduct and Harassment Policy – FFDA”

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees or students found to engage in such harassment. Any employee or student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the respective Title IX Coordinator (College Policy FFDA). Refer to Policy FFDA for

full policy and procedures with regards to Sexual Misconduct and Harassment concerns and complaints.

Policy Revision – [Policy FLD: Student Rights and Responsibilities – Student Complaints](#)

Effective Date: August 2020

The subsection “Application Process to Wharton County Junior College” on page 20 of the Catalog now reads:

Each applicant must satisfactorily complete all phases of the admission process. The Office of Admissions and Registration evaluates the application and notifies the student of acceptance or rejection. The student may appeal the decision by following the process published in the WCJC Student Handbook and College Policy FLD.