wadecollege
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STUDENT HANDBOOK

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TABLE OF CONTENTS

GENERAL INFORMATION 5
PHILOSOPHY 5
STUDENT'S RESPONSIBILITIES 5
COLLEGE CALENDAR 5
SCHOOL PLANTS 5
Campus 5
Library 5
Dallas Market Center 6
Markets 6
Market Shuttle Service 6
Emergency and Protective Services 6
Mail Service 6
Dining 6
Handicapped Facilities 6
Smoking Policy 6
Food and Drink Policy 6
Personal Property 6
Dress Code 7
EXTREME WEATHER 7
OUT OF CLASS ACTIVITY – FIELD TRIPS 7
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 7
RIGHTS TO ARTWORK 7
EQUAL OPPORTUNITY STATEMENT 7
ACADEMIC INFORMATION 9
DEGREES 9
EXECUTIVE VICE-PRESIDENT 9
ACADEMIC ADVISEMENT 9
DEFINITION OF A CREDIT HOUR 9
Credit Hour Calculation 9
Types of Courses 9
DETERMINING THE NUMBER OF CREDITS TO SCHEDULE 10
CLASSIFICATION OF STUDENTS 11
SCHEDULE CHANGES [ADD/DROP] 11
REPEATING COURSES 11
WITHDRAWAL FROM THE COLLEGE 11
INCOMPLETE GRADES 11
TRANSFER CREDITS TO WADE COLLEGE 11
ACADEMIC PROBATION, DISMISSAL, AND APPEALS 11
CLASS ATTENDANCE 12
Absence for Religious Holidays 12
HOLDS ON STUDENT RECORDS AND DEGREE 12
PRESIDENT'S HONOR ROLL 13
EXECUTIVE VICE-PRESIDENT'S HONOR ROLL 13
PHI THETA KAPPA 13
MU KAPPA TAU 13
VALEDICTORIAN 13
SALUTATORIAN 13
STUDENT SERVICES 14
FINANCIAL SERVICES 14
Application Periods and Deadlines 14
Tax Benefits for Education 14
Direct Loan Interest Rates 14
STUDENT ACTIVITIES 15

TABLE OF CONTENTS

STUDENT ORGANIZATIONS 15
CAREER SERVICES 15
STUDENT RIGHTS AND RESPONSIBILITIES 16
INDIVIDUAL RESPONSIBILITIES 16
STUDENT CODE OF CONDUCT 17
GENERAL POLICY 17
PROHIBITED ACTIVITIES 17
ACADEMIC DISHONESTY 18
SERIOUS INFRACTIONS 19
ANONYMOUS ACTIVITIES 19
HARASSMENT, INTIMIDATION, AND BULLYING 19
CLASSROOOM CONDUCT 20
ADMINISTRATIVE SUMMONS 20
ADMINISTRATIVE DIRECTIVE 20
STUDENT DISCIPLINE 21
DISCIPLINARY DUE PROCESS PROCEDURE 21
APPEAL OF A DISCIPLINARY DECISION 21
GRIEVANCE PROCEDURES 22
STUDENT APPEAL PROCEDURES 24
BOARD OF APPEALS 24
BOARD OF TRUSTEES 24
TEXAS HIGHER EDUCATION COORDINATING BOARD 24
CAMPUS SAFETY AND SECURITY 25
WADE COLLEGE SAFETY PLANS 25
INFORMATION TECHNOLOGY 26
COMPUTER SERVICES 26
ACCEPTABLE USE 26
COMPUTING SECURITY 27
STAFF ROSTER 28
HELPFUL PHONE NUMBERS 30
NOTES 31

Welcome

Welcome to Wade College and our college community. Our number one priority is you, our students. The administration and faculty have created a program of study that rigorously and innovatively combines the merchandising and design fields. Students of Wade College learn to recognize excellence in design and to have a critical understanding of how art and design interact within the broader context of the business, marketing, merchandising, and design industries. This particular blending makes Wade College unique. The college's faculty, many of whom are working professionals in the merchandising and design fields, bring considerable expertise to the college's studios and classrooms. Faculty credentials and commitment, the small, close-knit feeling of the college, combined with its use of technology and ease of availability to students, provide our diverse student body with a remarkable educational opportunity.

Our Commitment, Your Responsibility

We are dedicated to helping you fulfill your dreams. We pledge to provide quality education in the classrooms, job skills in the form of real-world class assignments, workshops and activities, access to technology, career services, referral networks, and market placement opportunities. Alone, these things are not enough. You have the most important role to play; you must attend class, build a portfolio, and participate in activities.

The Handbook

This handbook contains information vital to your life as a student. The handbook is designed to be used in conjunction with other Wade College publications, including, but not limited to the college catalog, the college website, the college tuition and enrollment agreements, and the annual security report and safety plan. It is your responsibility to be acquainted with the material contained in all Wade College publications.

The information contained is accurate at the time of publication. Wade College reserves the right to make changes as circumstances demand with reference to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. Any changes in campus policy will be publicized through the college website, campus postings, electronic mail, and similar publications. The most current information regarding academic policies is available through the Office of the Director of Academic and Student Affairs at 214.637.3530.

We hope the information in the student handbook will be useful during your stay at Wade College. This book is divided into several sections, and each section is organized with subheadings. Please keep this book and use it to get involved with Wade College and the surrounding community. We look forward to celebrating your accomplishments as college students. We would like to extend our best wishes for continued success throughout your stay at Wade College.

We are glad that you are here!

GENERAL INFORMATION

PHILOSOPHY

The Board of Trustees, administrators, and faculty at Wade College are committed to the concept that our college be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Wade College without regard to age, gender, color, national or ethnic origin, race, religion, creed, and/or disability.

In keeping with this philosophy, Wade College recognizes and accepts the responsibility for providing curricula for students seeking career opportunities in a variety of occupations and for persons of the community seeking cultural enrichment or personal improvement opportunities. The college will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

STUDENT'S RESPONSIBILITIES

It is the student's responsibility to be familiar with the provisions of Wade College's literature, especially documents such as the college catalog, the student handbook, the tuition and enrollment agreement, the copyright manual, and the intellectual property manual. The college reserves the right to change any provision or requirement at any time within the student's term of enrollment. The college further reserves the right to ask the student to withdraw for cause at any time.

COLLEGE CALENDAR

Wade College shall adopt a college calendar or schedule for classes and activities which shall conform in all ways to any and all applicable federal and state regulations.

A trimester shall include at least fifteen (15) weeks for instruction. The college shall establish its own dates for orientation, registration, holidays, final examinations, and the beginning and end of each trimester.

Please refer to the *Wade College Catalog* or website (www.wadecollege.edu) for the most up-to-date college academic calendar.

SCHOOL PLANTS

Campus
Wade College leases space in the Dallas Market Center and INFOMART.

The college occupies approximately 16,000 square feet on the fourth floor of the INFOMART building and another 1,000 square feet on the first floor of the World Trade Center of the Dallas Market Center. Additional areas throughout the complex are also available for college use. These areas may be used for student orientations, exhibits, portfolio critiques, fashion shows, large assemblies, presentations by special guest lecturers, and commencements.

Student Identification Cards
Wade College student identification (ID) cards are distributed during orientation/registration; a $25.00 refundable deposit may be required for an ID/access card. Upon graduation or withdrawal from the college, such ID and access card must be returned to Wade College prior to receiving deposited funds. The ID/access card should be carried when attending classes or other college-sponsored events. Possession of a Wade College ID card enables a student to request, in advance, admission to the World Trade Center.

Library
The Wade College Library, located conveniently on campus, provides an attractive atmosphere for study, research, recreational reading, and listening and viewing educational materials.

Library Orientation
A quick tour of the library is given to all incoming students during the registration/orientation process. During the trimester, however—usually at the beginning—a more thorough orientation is conducted in the *Introduction to the Wade College*

Experience course. This orientation covers use of the library, policies and procedures, application for library privileges, use of the library's resources and databases, and use of the library's online catalog.

Dallas Market Center
Covering more than 100 acres, the Dallas Market Center is composed of four buildings—the World Trade Center, Trade Mart, International Trade Plaza, and Market Hall, a 214,000 square-foot temporary exhibition facility.

The Dallas Market Center, the largest wholesale merchandise resource in the world as recorded by the *Guinness Book of World Records*, is the one location where retailers from around the globe source a wide variety of products ranging from home furnishings, gifts, decorative accessories, lighting, garden accessories, and gourmet items to textiles, fashion accessories and women's, men's, children's, and western apparel. With more than 50 markets each year attended by more than 200,000 buyers, the Dallas Market Center offers an array of services geared toward helping retailers expand business and increase profits.

Markets
Numerous events are held at the Dallas Market Center. Information about markets can be obtained from the Dallas Market Center at:

http://dallasmarketcenter.com/public/eventcalendar.aspx.

Market Shuttle Service
During markets, shuttles run between hotels and buildings within the Dallas Market Center. Transportation throughout the complex is available continuously from 7:30 am to 7:30 pm. The number of the Dallas Market Center Transportation Dispatch is 214.655.6134.

Emergency and Protective Services
Emergency and protective services are available to students at Wade College. Both are provided by the World Trade Center and the INFOMART.

World Trade Center: The number for emergency services is 214.741.HELP (4357). The number for 24-hour protective services is 214.655.6166.

INFOMART: The number for 24-hour protective services is 214.800.8111.

Mail Service
The first floor of the INFOMART and/or the World Trade Center has a postal drop for regular mail; the World Trade Center also contains a United Parcel Service (UPS) office, and a Federal Express office.

Dining
Both the World Trade Center and the INFOMART have food and beverage service locations.

Handicapped Facilities
The World Trade Center and the INFOMART are fully accessible to the handicapped. Ramps, elevators and specially furnished restrooms are available throughout the facility. Wade College is in compliance with all local and federal laws regarding provision for disabilities.

Smoking Policy
Wade College is a "clean air" campus. Smoking is not permitted inside the World Trade Center or the INFOMART.

Food and Drink Policy
Food and drink are not allowed in classrooms. No eating or drinking is permitted in any classroom except for planned student activities determined by the faculty or administration. Under no circumstances is food or drink permitted in the Wade College Library or any computer laboratory.

Personal Property
Wade College is not responsible for and does not assume any liability for theft or loss of or damage to the personal property of students, including, but not limited to books, supplies, equipment, and/or clothing. The student is encouraged to review his or her

personal property/homeowner's insurance and automobile comprehensive insurance policies to determine whether valuable equipment or personal items would be covered in the event of theft, loss, or damage to possessions on campus.

Dress Code
Casual, reasonable, professional attire and clean appearance are required. Students found to be in violation of the dress code will be asked to leave the college campus and will not receive an excused absence from any class that is missed.

EXTREME WEATHER

In the event of inclement weather or other reasons requiring the closing of the campus or the delay of the start of classes, a notice will be broadcast on television Channel 5 (KXAS) and will be sent to all active subscribers of the college's emergency text/email notification system.

Wade College provides an emergency text/email notification system for members of the campus community. To sign up for a text/email notification system, each student will receive a text message to Opt-In to the Remind text messaging system. The service will send text messages to the student in the event of a campus closure or other emergency. There is no charge for this service, other than any standard text messaging rates that the student's carrier may apply. The alert system can transmit short notifications by email to any outside email address and/or by text message to a cell phone.

Failure to subscribe to the emergency text/email notification system constitutes the student's implied acceptance to opt out of the notification system.

OUT OF CLASS ACTIVITY – FIELD TRIPS

There are various course-related activities that take place outside the classroom and the college. All of these activities are voluntary extracurricular activities. Students are required to provide their own transportation to field trip locations. Students who provide car pool assistance to fellow students should be certain they have adequate insurance coverage. All students who participate in a field trip are required to complete a release form to assure their understanding of the conditions established for such a trip.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the *Texas Open Records Act* and the *Buckley Amendment* (Public Law 93-579), Wade College will consider the following information to be "public or directory information" unless the individual student advises the Office of the Registrar in writing that his or her name should not be included or released as public information: student's full name, address, e-mail address, telephone number, date and place of birth, major field of study, classification, participation in officially recognized activities, dates of attendance, degrees, and awards received, the last educational agency or institution attended previous to Wade College, and photograph.
Students desiring to review their records may do so through a written request to the Office of the Registrar.

Challenge to Accuracy of Record Keeping
Any student who challenges the accuracy of his or her record should follow this procedure:

1. Informal Review. The student and the Office of the Registrar meet to review any perceived discrepancies.
2. Formal Review. If the informal review does not resolve the question of accuracy, the student may request a formal review via the "Grievances Procedures" outlined in this student handbook.

RIGHTS TO ARTWORK

The college reserves the right to use samples and make duplicates of student work developed within the scope of a course and resulting from activities performed from using facilities or resources owned by Wade College.

EQUAL OPPORTUNITY STATEMENT

Wade College is an equal opportunity institution and employer. The college does not discriminate on the basis of age, gender, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, scholarships and loan programs, employment practices, and all institutional programs.

Wade College does not make any pre-admissions inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decision.

If you require special services because of your disability, you may notify the Office of the Director of Academic and Student Affairs. This voluntary self-identification allows Wade College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to the college. Any student inquiries or complaints concerning Section 504 of the *Rehabilitation Act of 1973* or the *Americans with Disabilities Act (ADA) of 1990* should be referred to the Office of the President.

ACADEMIC INFORMATION

DEGREES

Wade College grants an Associate of Arts degree and a Bachelor of Arts degree in Merchandising and Design.

EXECUTIVE VICE-PRESIDENT

The Office of the Executive Vice-President provides leadership in the implementation of effective academic planning, ensures excellence in academic programs and support, and represents the academic and learning interests of the college. More specifically, the office provides support to the library and leadership in the development and supervision of academic and related programs, including modifications in curriculum, degree programs, and organization in conjunction with the faculty.

The Office of the Executive Vice-President promotes academic integrity and responsibility. The office is dedicated to the academic and professional success of every student, as well as the well-being of faculty and staff. The Executive Vice-President is responsible for providing support and solutions to students and faculty regarding all academic matters of the college. The Executive Vice-President is responsible for management of the college faculty and also assists the President with general administration of the college.

ACADEMIC ADVISEMENT

The advisement process usually begins with new-student orientation. The Office of the Director of Academic and Student Affairs works closely with each student to plan a program of study and to prepare a degree plan for each trimester.

The purpose of academic advisement is: to determine and clarify career and educational choices; to relate the selection of courses to career and educational choices; to facilitate transfer to a graduate college or university, if so desired; and to facilitate graduation from Wade College.

The President, Executive Vice-President, Director of Academic and Student Affairs, and Director of Student Services serve as Academic Advisors.

DEFINITION OF A CREDIT HOUR

The distribution of time between direct faculty instruction and outside preparation may vary from course to course; however, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, independent study, and other academic work leading to the award of credit hours.

Credit Hour Calculation
Wade College credits are awarded on a semester-hour basis. Wade College uses the *Carnegie Classification* definition of a credit hour; regardless of type of course, the minimum amount of time required for a credit hour award is calculated using 50 minutes as the recognized length of a classroom "hour."

A student will receive one credit by satisfactorily completing a course that requires at least 15 hours of classroom or direct faculty instruction and at least 30 hours of supplementary work outside of the classroom during a 15-week trimester, or the equivalent amount of work over a different amount of time.

Types of Courses
With few exceptions, each course at Wade College awards three semester credit hours: therefore, in a 15-week trimester, most courses are designed to require approximately nine hours of work a week throughout the trimester; and in a 12-week trimester, most courses are designed to require approximately eleven and one-quarter hours of work a week throughout the trimester.

The time requirement in the laboratory, internship, or studio varies with the nature of the subject and the aims of a course, so there is no fixed ratio of outside preparation to classroom, direct faculty instruction hours.

Please see "Course Descriptions" in the *Wade College Catalog* for the requisite credit hours awarded for each course offered at Wade College.

Zero-Credit Hour Courses: For these courses, the distribution of time is usually one-third classroom or direct faculty instruction and two-thirds outside preparation. Each zero-credit hour course normally requires a minimum total of 15 hours of scheduled classroom or direct faculty instruction and 30 hours of outside preparation.

In a 15-week trimester, these courses are scheduled and meet for a minimum total of one hour of classroom or direct faculty instruction per week (50 minutes); in a 12-week trimester, these courses are scheduled and meet for a minimum total of one and one-quarter hours of classroom or direct faculty instruction per week (65 minutes).

Three-Credit Hour Courses: For these courses, the distribution of time is usually one-third classroom or direct faculty instruction and two-thirds outside preparation. Each three-credit hour course normally requires a minimum total of 45 hours of scheduled classroom or direct faculty instruction and 90 hours of outside preparation.

In a 15-week trimester, these courses are scheduled and meet for a minimum total of three hours of classroom or direct faculty instruction per week (150 minutes); in a 12-week trimester, these courses are scheduled and meet for a minimum total of three and three-quarter hours of classroom or direct faculty instruction per week (190 minutes).

Three-Credit Hour Internship Course: Internships leading to the award of academic credit, at a minimum, should state clearly the learning objectives and expected outcomes and workload. Qualified, degree-seeking students may enroll in credit-bearing, paid or unpaid internship work assignments with a significant academic component under the guidance of a Wade College professor; professor approval is required for internships. To enroll, the student must be in good academic standing and working towards his/her baccalaureate degree at the institution.

An important component of any internship is the availability of an internship placement opportunity that will provide sufficient substantive work to merit academic credit. The work for the internship must: (1) be more substantive than administrative, per institutional guidelines; (2) follow an academic syllabus, with clear learning outcomes for the internship; (3) hold regular meetings between the student and professor; and (4) require academic assignments designed to provide an academic foundation and support for the internship. The workplace supervisor will be required to assess the student's performance, but that assessment can count for no more than half the final course grade; the academic component of the course must be valued as at least half of the final course grade. The maximum number of internship credit hours that may count toward the 120 credit hours for baccalaureate degree completion is three credit hours.

For internships, the distribution of time is approximately one-ninth classroom or direct faculty instruction and eight-ninths outside substantive work. The three-credit hour internship course normally requires 12 hours of scheduled classroom or direct faculty instruction and 100 hours of outside substantive work for a total of 112 hours during the course of a 15-week or 12-week trimester.

DETERMINING THE NUMBER OF CREDITS TO SCHEDULE

The typical credit load for a full-time student is 12 to 15 credit hours per trimester, but optimum credit hour load varies with the individual student's abilities, study habits, combination of courses scheduled, extracurricular activities, employment situation, participation in programs, etc. The student should determine the academic pace that best fits his or her situation and schedule accordingly. The student in academic difficulty should aim for quality rather than quantity.

To determine the number of credit hours to be scheduled in a trimester, it may be helpful to estimate the academic work load required.

On average, in a 15-week trimester, there should be three hours of work per week per credit hour; for students taking fifteen credit hours per trimester, this translates into an approximate work-week of 45 hours. And on average, in a 12-week trimester, there should be three and three quarter hours of work per week per credit hour. For students taking fifteen credit hours per trimester, this translates into an approximate work-week of 56.25 hours.

CLASSIFICATION OF STUDENTS

Students at Wade College are classified as follows:

Freshman	Having 0-27 hours of earned college credit
Sophomore	Having 30-57 hours of earned college credit
Junior	Having 60-87 hours of earned college credit
Senior	Having 90 or more hours of earned college credit
Full-time	Enrolled in 12 or more credit hours in a given trimester
Part-time	Enrolled in less than 12 credit hours in a given trimester

SCHEDULE CHANGES [ADD/DROP]

Students desiring to make schedule changes after their initial registration each trimester must do so during the designated "Add/Drop" period as scheduled in the college catalog.

A student who drops a course after the "Add/Drop" period but prior to the end of the tenth week of the trimester will receive a grade of "W." A student who drops a course after the tenth week of the trimester will receive a grade of "WF."

The grade "Q" may be assigned to a student only when he or she has a justifiable reason (such as illness or a death in the family) to drop a course after the second week of the trimester. Permission must be granted by the Office of the President.

Official withdrawal from a course is initiated in the Office of the Director of Academic and Student Affairs. A student who stops attending a class without officially dropping it will receive a grade of "F" for that class.

REPEATING COURSES

When a course is repeated, the last performance grade earned will be the grade that will factor into the student's cumulative grade point average (CGPA).

WITHDRAWAL FROM THE COLLEGE

When a student finds it necessary to withdraw from the college, he or she should obtain a withdrawal form from the Office of the President. Full instructions for withdrawing from college will be given at the time the withdrawal form is obtained.

INCOMPLETE GRADES

The conditional grade "I" (Incomplete) may be assigned to a student only when he or she has a justifiable reason (such as illness or a death in the family) for not being able to complete a course within the given trimester. The student should request this grade from the professor and the Director of Academic and Student Affairs, and the student must not assume that such a grade will automatically be awarded. To remove an "I", the student must complete all coursework within fourteen (14) days after the next trimester's official start date. Failure to complete the work by the deadline will result in the student receiving a failing grade (a grade of "F").

TRANSFER CREDITS TO WADE COLLEGE

New students who wish to have coursework completed at other colleges evaluated for transfer should contact the Office of the Director of Academic and Student Affairs at the time of enrollment. The college will notify each transfer student of accepted credits prior to the end of the first academic term in which they are enrolled.

ACADEMIC PROBATION, DISMISSAL, AND APPEALS

Academic probation is an emphatic warning that the quality of the student's work during the probationary trimester must improve in order to continue as a student at Wade College. A student is removed from academic probation at the end of any trimester during which the minimum qualitative and quantitative measures listed under "Academic Standards" are attained.

A student who, during a probationary trimester, fails to meet the minimum qualitative and quantitative measures listed under "Academic Standards" at the end of that trimester will be academically dismissed from Wade College. For appeal procedures, please refer to the "Academic Standards" section of the *Wade College Catalog*.

A student academically dismissed from the college for the first time for failure to meet minimum academic standards may not re-enroll for the following trimester and must remain out of school until one year after the trimester in which he or she was academically dismissed. The second academic dismissal is permanent.

The progress report available at the end of each trimester includes the student's academic status and a data summary on which the status is based. Each student is responsible for knowing whether the minimum CGPA and the proper credit hours have been achieved and whether he or she is eligible to re-enroll in the college. Any student who enrolls while ineligible will be withdrawn by the Office of the Director of Academic and Student Affairs, and no special consideration will be given to such a student on a plea of ignorance of academic status. If the cumulative record is believed to be incorrect, the student should contact the Office of the Director of Academic and Student Affairs.

CLASS ATTENDANCE

Although there is no institution-wide policy mandating class attendance, Wade College believes that one of the single greatest predictors of student success is attendance. Each individual professor should inform the students in his/her class at the beginning of each trimester of the class attendance requirements, if any, and what constitutes excessive absences. The faculty, staff, and other resources of the college are furnished for the education of students who attend the college. A class schedule is provided for students and faculty so that a reasonably orderly arrangement for instruction is facilitated. The fact that classes are scheduled is evidence that the faculty believes class instruction is important. Therefore, class attendance is important for the benefit of students.

Accordingly, it is the policy of Wade College that class attendance by students is encouraged and that all professors organize and conduct their courses with this policy in mind. A student should attend every class for which he or she is scheduled and should be held responsible for all work covered in the courses taken. In each case, the professor should decide when class absences constitute a danger to the student's scholastic attainment and should make this fact known to the student at once. A student whose irregular attendance causes him or her, in the judgment of the professor, to become deficient scholastically, may run the risk of receiving a failing grade or receiving a lower grade than the student might have secured had the student been in regular attendance.

Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with all professors when an absence occurs. A student who experiences attendance problems, for whatever reasons, is strongly encouraged to consult with each of his or her professors as well as his or her academic advisor.

Absence for Religious Holidays

In accordance with state law, a student absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day(s) missed within a reasonable time after the absence if the student has notified the professor of each class of the date of the absence within the first fifteen (15) days of the trimester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the Director of Academic and Student Affairs, or by certified mail, return receipt requested.

A student who is excused under this provision may not be penalized for the absence, but the professor may respond appropriately if the student fails to complete the assignment or examination.

HOLDS ON STUDENT RECORDS AND DEGREE

A student's records may be withheld for non-payment of any college financial obligation. Records are withheld only after a student has failed to respond to repeated written and verbal notices that he or she has an unpaid obligation.

In withholding a student's record, the college may deny him or her the privilege of registering for a subsequent trimester, of securing a transcript, books and supplies, or of graduating.

Students are expected to answer promptly all communications received from college offices. Failure to respond to repeated written and verbal notices will result in the withholding of the student's records. Such failure may also result in a student being dismissed from the college.

The college reserves the right to withhold the degree of a student who has completed all academic requirements but who has a case of a major violation pending with the Disciplinary/Grievance Committee or who retains an outstanding financial obligation to the college at the time of that student's graduation. Reminder: Participation in commencement ceremonies will not be allowed if financial obligations to the college are not met.

Financial obligations include payment of tuition, fees, library fines, or other fees levied by the college.

PRESIDENT'S HONOR ROLL

Students who earn a 4.0 grade point average while enrolled in at least 12 semester hours are listed on the President's Honor Roll at the end of each trimester.

EXECUTIVE VICE-PRESIDENT'S HONOR ROLL

Students who earn a 3.5 or higher grade point average while enrolled in at least 12 semester hours are listed on the Executive Vice-President's Honor Roll at the end of each trimester.

PHI THETA KAPPA

Phi Theta Kappa is an international two-year college honorary scholastic society. Students earning a GPA of 3.5 or higher during their first trimester are invited to join. Invitations will be extended only after a student's first trimester.

MU KAPPA TAU

Mu Kappa Tau (MKT) is an honor society dedicated to recognizing excellence in the field of marketing. MKT is a national organization whose mission is to recognize the scholarship, achievement, and professional development of marketing students committed to the advancement of marketing education and the integrity of careers in marketing. MKT welcomes the top 10% of the junior class and the top 20% of the senior class with a minimum CGPA of 3.25 on a 4.0 scale.

VALEDICTORIAN

The title of valedictorian is awarded to the highest ranking graduate of the entire graduating class based on grades and overall GPA. It is the most prestigious honor that can be bestowed upon a graduate.

SALUTATORIAN

The title of salutatorian is awarded to the second-highest graduate of the entire graduating class based on grades and overall GPA. It is the second-highest honor that can be bestowed upon a graduate.

STUDENT SERVICES

Student services at Wade College exist to facilitate students' academic achievement. The student services staff works to facilitate student achievement by providing prospective and current students with accurate and up-to-date information regarding admission requirements, financial services, programs available at the college, job and career services, and student organizations and activities.

FINANCIAL SERVICES

The purpose of financial services at Wade College is to help students meet the cost of attending the college and to help provide financial assistance to any student who might be denied a college education because of insufficient funds. Although the primary responsibility for financing an education rests with the student and his/her family, Wade College understands that many students will require financial assistance. Wade College is committed to helping students achieve their educational goals, and to facilitate that achievement, the Office of the Director of Financial Services can help you through the process of applying for grants, loans, veteran benefits, scholarships, and vocational rehabilitation programs.

Students at Wade College are eligible to apply for financial assistance under the following college and Federal Student Aid programs:

- Federal Pell Grant Program
- William D. Ford Federal Direct Loan Program (Subsidized and Unsubsidized)
- Federal Direct Parent Loan Program for Undergraduate Students (PLUS)
- Federal Direct Consolidation Loans
- Wade College Institutional Loan Program
- Veterans Education Act
- Vocational Rehabilitation Programs
- Wade College Tuition Rebates
- External Scholarships

To be considered for federal financial aid, each student must:

1. Use the Wade College FICE number (010130) on all forms.
2. Obtain an SFA ID from the Department of Education at https://studentaid.ed.gov/npas/index.htm.
3. Complete the FAFSA (*Free Application for Federal Student Aid*); this form may be completed online at www.fafsa.ed.gov, or students may acquire the paper application in the Office of the Director of Financial Services.
4. Complete all additional materials sent to you by the Office of the Director of Financial Services.
5. Sign and return the **Wade College Student Financial Plan** sent to you by the Office of the Director of Financial Services.

Application Periods and Deadlines
The application period to receive financial aid begins January 1 of each year for the following academic year. A completed financial aid packet should reach the Financial Services Department by the following dates:

Fall Trimester:	August 1
Spring Trimester:	December 1
Summer Trimester:	April 1

Tax Benefits for Education
Publication 970 explains tax benefits that may be available to you if you are saving for or paying education costs for yourself or, in many cases, another student who is a member of your immediate family. Tax benefits available via these programs are subject to income limits. Please consult a federal income tax advisor or the Internal Revenue Service for more information.

Direct Loan Interest Rates
For information on direct loan interest rates and calculators, please visit http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html.

STUDENT ACTIVITIES

Wade College offers a number of beneficial and stimulating activities aimed at increasing student involvement in the college, enhancing individual development, promoting desirable social interactions, providing recreational activities, and preparing skills for professional development.

The Office of the Director of Academic and Student Affairs has overall responsibility for student activities; it shall be responsible for maintaining a current student activities calendar and for planning and implementing a broad activities program.

STUDENT ORGANIZATIONS

Student organizations help support the college's mission of providing students with experiences that enrich their lives both culturally and socially. These organizations complement the classroom experience by providing students with the opportunities to develop intellectual, humanitarian, and leadership skills. In addition, participation in student organizations offers networking opportunities while in college and after graduation.

Any student or group of students may petition the Director of Academic and Student Affairs for approval to establish a new club or organization. Any such organization must be compatible with the philosophy and purposes of Wade College.

No student organization may establish admission criteria, operating practices, officer selection criteria, or other standards which discriminate on the basis of ethnicity, age, creed, gender, disability, or national origin.

All student clubs and organizations must have a faculty or college employee sponsor approved by the President.

CAREER SERVICES

The mission of the Office of Career Services is to support and empower students and alumni on their career paths by teaching lifelong employability and career management skills, and providing resources, guidance, and learning opportunities to help them successfully gain employment and manage their careers.

Career Services offers students and alumni one-on-one career advising, resources for employability development, access to a dynamic online job board and resume builder (Wade Career Connection), on-campus workshops, opportunities to connect with industry professionals and prospective employers, and many other resources and services for the purposes of: helping students and alumni navigate the career search process for gainful employment; promoting understanding about the necessary competencies and skills required to qualify for immediate employment and career advancement; and encouraging students and alumni to be engaged in continual self-improvement and professional development to maintain long-standing careers in the merchandising and design fields.

STUDENT RIGHTS AND RESPONSIBILITIES

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students. A student's enrollment is subject to and implies acceptance of the standards of conduct which are developed and published in, but not limited to, the *Student Handbook*, the *College Catalog*, the *Tuition and Enrollment Agreement*, the *Copyright Manual*, the *Intellectual Property Manual*, and the *College Website*, and which may be explained and clarified in other codes or statements prepared and published by the college. Non-compliance with these standards will be sufficient cause for suspension from the college. Authority for suspension of a student is vested with the Disciplinary/Grievance Committee.

All applicable state laws and city ordinances are in effect and enforceable on the premises of Wade College facilities.

The conduct of persons on the premises of Wade College must not interfere with the orderly processes and governance of Wade College.

Wade College is an educational institution committed to the philosophy that a college should open its doors to all citizens who can profit from its educational programs.

The Board of Trustees, administration, and faculty will not condone or tolerate acts calculated to disrupt the continuing educational functions of the college, or to deny to any person or persons their opportunity to participate in the educational program of the college.

INDIVIDUAL RESPONSIBILITIES

The Board of Trustees of Wade College expects employees, students, visitors, and guests of the college to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority;
2. Respect for the rights of others and cooperation to insure that such rights are maintained, whether or not one agrees with the views of those exercising such rights;
3. Cooperation to insure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority;
4. To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences; and
5. Knowledge of and active support of college regulations.

STUDENT CODE OF CONDUCT

GENERAL POLICY

The primary concern of Wade College is the student. The college attempts to provide all students with a campus environment conducive to academic endeavors and social and individual growth. To that end, rules, regulations, and guidelines governing student behavior and the student's relationship with the college have been formulated into a student code of conduct and discipline. Enrollment at Wade College is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their actions. This code and other college policies are subject to change without notice. Students are responsible for obtaining all published material and updates relating to the code and to become familiar with other rules and guidelines that have bearing on student behavior and responsibilities.

Students of Wade College are expected to conduct themselves during the educational process in the same manner as would be expected in an employment situation. Consequently, the following is the all-encompassing policy statement regarding general student conduct while in the school facility, on school grounds, in extension facilities (which includes the INFOMART and World Trade Center), and on/at field trip locations:

> Wade College reserves the right to suspend or permanently terminate any student whose conduct is detrimental to the educational environment within the classroom, to the well-being of fellow students and/or faculty and staff members, or who causes damage to the appearance or structure of the school facility, damage, loss, or theft of equipment, material, and software therein, or who copies or otherwise plagiarizes the art work or assignments/projects of any other student(s) or professional(s), or who verbally abuses, insults, physically or psychologically threatens or intimidates other students, faculty, or staff, or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated. When a student's conduct and/or violation of the law also adversely affects Wade College's pursuit of its recognized educational objectives, Wade College may enforce its own regulations.
>
> The college will seek to solve disciplinary problems by internal procedures of due process conducted through the Disciplinary/Grievance Committee of Wade College, which consists of the President, the Executive Vice-President, and the Director of Academic and Student Affairs. When necessary, off-campus law enforcement and judicial officials may be involved. Wade College reserves the right to discipline students in violation of the conduct policy separate from any legal action that may be deemed necessary.

PROHIBITED ACTIVITIES

The following actions are strictly prohibited on the Wade College campus and other college property or facilities and during all college-sponsored activities wherever occurring.

1. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the college.
2. Illegally possessing, using, selling, or being under the influence of illegal drugs or narcotics.
3. Possessing, using, selling, or being under the influence of alcoholic beverages. Alcohol is strictly prohibited anywhere on campus and/or extension facilities.
4. Possessing or using firearms, weapons, or explosives on the college campus, unless authorized by the college.
5. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state, or federal law, or any rule, regulation, or policy of the Board of Trustees and administrative officials of the college.
6. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
7. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155.
8. Academic dishonesty [see below].
9. Providing false information to a college official.
10. Racial or sexual harassment.
11. Misusing the college's computing and informational resources.
12. Malfeasance in an elective or appointive student office of any college endeavor.
13. Dressing or grooming in such a way as to materially and substantially interfere with normal school operation.

14. Refusing or failing to comply with a lawful order of any college official or other official acting in the performance of duties in the administration and enforcement of these policies.
15. Arson or attempted arson.

ACADEMIC DISHONESTY

Wade College seeks to promote and ensure academic honesty and personal integrity among students and other members of the college community. Toward this end, the college has an **Honor Code** to which all students subscribe as a condition of admission to the college. It provides as follows: "I will be academically honest in all my academic work and will not tolerate academic dishonesty in others." In addition, the college has developed a policy and procedures on academic honesty to serve the aforementioned goals. Academic honesty means performing all academic work without cheating, lying, tampering, stealing, receiving assistance from any other person, or using any source of information that is not common knowledge without proper citation.

All students are responsible for knowing the policy and procedures on academic honesty. No student shall knowingly perform, attempt to perform, or assist another in performing any act of academic dishonesty. The following acts by a student are examples of behavior constituting academic dishonesty:

1. **Plagiarism:** This means submitting for academic advancement the words, ideas, opinions, or theories of another that are not common knowledge, without fair attribution to that other person. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without identifying that fact by appropriate marks, or merely stating the source generally in a bibliography without having noted the specific sources within the body of work. Plagiarism includes, but is not limited to, the following acts when performed without fair attribution:
   A. Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline;
   B. Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work;
   C. Stating an idea, theory, or formula originated by another person;
   D. Repeating information, such as statistics, that is not common knowledge and that was originally compiled by another person; and
   E. Purchasing (or receiving in any other manner) a term paper or other assignment, that is the work of another person, and submitting that term paper or other assignment as the student's own work.
2. **Unauthorized assistance**: Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by a faculty member. During examinations, quizzes, lab work, and similar activity, students are to assume that any assistance (such as books, notes, calculators, and conversation with others) is unauthorized unless it has been specifically authorized by a faculty member. Examples of prohibited behavior include, but are not limited to, the following when not authorized:
   A. Copying, or allowing another to copy, answers to an examination or quiz;
   B. Transmitting or receiving, during an examination or quiz, information that is within the scope of the material to be covered by that examination or quiz (including transmission orally, in writing, by sign, electronic signal, or other manner);
   C. Giving or receiving answers to an examination, quiz, or homework assignment scheduled for a later time;
   D. Completing for another, or allowing another to complete for you, all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, or computation);
   E. Submitting a group assignment, or allowing that assignment to be submitted, as the work of all of the members of that group when less than all of the group members assisted substantially in its preparation; and
   F. Unauthorized use of a programmable calculator or other electronic device.
3. **Lying/Tampering**: Giving any false information in connection with the performance of any academic work or in connection with any procedure under this policy. This includes, but is not limited to:
   A. Giving false reasons (in advance or after the fact) for failure to complete academic work;
   B. Falsifying the results of any laboratory or experimental work or fabricating any data or information;
   C. Altering any academic work after it has been submitted;
   D. Altering grade, lab, or attendance records;
   E. Damaging computer equipment (including disks) or lab equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site, or impersonating another to obtain computer resources;
   F. Giving false information or testimony in connection with any investigation or hearing under this policy; and

G. Submitting for academic advancement an item of academic work that has previously been submitted for academic advancement, unless done pursuant to authorization from the faculty member supervising the work or containing fair attribution to the original work.

4. **Theft**: Stealing, taking, or procuring in any other unauthorized manner (such as by physical removal from a professor's office or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data).

Students and faculty who suspect that an act of academic dishonesty has taken place should inform the Director of Academic and Student Affairs at (214.637.3530). Any student with knowledge of a violation who fails to report it shall also be in violation and considered to have committed an act of academic dishonesty.

SERIOUS INFRACTIONS

Although the listing below is not an all-inclusive list, engaging in the following and other similar activities may result in severe disciplinary sanctions. For serious infractions such as those listed below, the college may take actions up to and including suspension from the college, even on the first offense. A person participating in such activities may also be subject to arrest by the appropriate law enforcement authorities:

- Alcohol
- Arson
- Failure to comply with official directives
- Falsification of records
- Fighting or physical abuse
- Illegal drugs
- Lewd, indecent, or obscene conduct
- Theft
- Unauthorized entry on college campus
- Vandalism
- Violation of local, state, or federal laws

ANONYMOUS ACTIVITIES

The conduct or participation in such anonymous activities as threatening or obscene letters, disturbing telephone calls, bomb threats, and false alarms will not be tolerated. Students found engaging in such conduct may be subject to immediate dismissal.

HARASSMENT, INTIMIDATION, AND BULLYING

Wade College is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- So severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the college.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other college policies.

Corrective discipline, and/or referral to law enforcement and counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

CLASSROOOM CONDUCT

Students are expected to conduct themselves in the classroom and/or laboratory in a manner that is conducive to good academic progress. Failure to comply with the lawful direction of a faculty member, teaching assistant, and/or laboratory professor may be a disruption for all students enrolled in the class. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed may be referred to the Disciplinary/Grievance Committee for disciplinary action, up to and including expulsion.

ADMINISTRATIVE SUMMONS

Students are expected to respond to an administrative summons from a faculty member, an administrator, or the administrative office within the time frame noted in the summons. A student who fails to respond to an administrative summons is violation of the Student Code of Conduct and may be subject to disciplinary action.

ADMINISTRATIVE DIRECTIVE

Students are expected to comply with all legal directives given by college faculty and staff acting in the performance of their duties.

STUDENT DISCIPLINE

Supervision of student conduct, including academic integrity or acts of academic dishonesty, at Wade College is the direct responsibility of the Disciplinary/Grievance Committee. This committee shall investigate and gather information concerning a reported incident of student misconduct according to the "Disciplinary Due Process Procedure" outlined below. The Disciplinary/Grievance Committee may impose one or more of the following sanctions for each policy violation:

- **Expulsion:** Permanent dismissal from the college with no possible future readmission to the college. A student who has been expelled is barred from visiting the campus.
- **Suspension:** Mandatory separation from the college for a specified period of time up to one year. An application for readmission will be considered after the time period of the suspension has elapsed. Readmission is subject to stipulations by the Disciplinary/Grievance Committee and approval of college officials. A student who has been suspended is barred from visiting the campus unless written permission is granted by the President.
- **Disciplinary Probation:** A sanction serving notice to a student that his or her behavior is in serious violation of college standards and policies. It is assigned for a time period of up to two trimesters. A breach of college standards or policies by a student during the probationary period may result in suspension or expulsion from the college.
- **Disciplinary Warning:** A sanction serving notice to a student that his or her behavior is in violation of college standards and policies. It is assigned for a time period of up to one year. A breach of college standards or policies by a student during the specified time period may result in further action including disciplinary probation, suspension, or expulsion from the college. A warning is usually oral, but may be written.
- **Restitution:** Payment made for damages or losses to the college or to individuals as directed by the Disciplinary/Grievance Committee.
- **Fines:** Penalty fees payable to the college as determined by the Disciplinary/Grievance Committee.
- **Other Appropriate Action:** Sanctions not specifically described above which must be approved by the President.

DISCIPLINARY DUE PROCESS PROCEDURE

The Disciplinary/Grievance Committee will hear the case as soon as administratively possible. The committee will notify the student of the date and time for the proposed disciplinary hearing and furnish a complete statement of those charges to be considered. Failure of the student to appear at the date and time proposed will be deemed an admission of guilt and appropriate sanctions will be entered.

At the disciplinary hearing, the Disciplinary/Grievance Committee will present the charges and evidence supporting the charges against the student and may also call witnesses and cross-examine witnesses. The student will then be allowed to present his or her own testimony and evidence and may call witnesses and cross-examine witnesses. If witnesses are to appear on behalf of the student, a list of their names must be provided by the student to the Office of the President at least forty-eight (48) hours before the hearing.

All hearings will be conducted on the college campus in "closed session" and shall be attended only by those persons authorized by the Disciplinary/Grievance Committee to be present. Information obtained in such hearings is considered to be privileged communication.

After hearing testimony and considering the evidence (its accuracy, credibility, and sufficiency), the Disciplinary/Grievance Committee will make the final determination of action to be taken and so notify the student of the sanction imposed. The student is also informed of his or her right to appeal the decision of the Disciplinary/Grievance Committee.

APPEAL OF A DISCIPLINARY DECISION

Any student charged and found guilty of a disciplinary offense for which he or she has been sanctioned, is entitled to appeal the disciplinary decision according to the "Student Appeals Procedures" section of this handbook.

GRIEVANCE PROCEDURES

The grievance procedure at Wade College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant.

Complaints may include selection and admission policies for students, a discriminatory action, racial or sexual harassment, attendance disputes, student disputes, policy violations, grades awarded, academic program or student services, and other general grievances. The purpose of the grievance procedure of Wade College is to ensure to all persons involved fair and equitable treatment and to develop a clear documentation trail for each case arising out of institutional conflict.

When the grievant is a student of Wade College, this grievance procedure shall consist of the following sequence of events:

All grievances voiced by students of Wade College must first be aired in an informal meeting between the student and the college representative directly involved not later than three (3) days after the occurrence of the event. Other college representatives may be present and act as mediators if deemed necessary or appropriate by the college President. At this face-to-face meeting, a genuine attempt must be made to resolve the issues(s) in question. It shall be the responsibility of the student grievant to:

1. Explain fully the nature of the grievance;
2. When and under what conditions the alleged injustice occurred; and
3. What redress is expected.

The college representative involved in the dispute shall have the responsibility to:

1. Hear the grievance;
2. Make an honest attempt to resolve the issue; and
3. Refer the problem to the Office of the President, if resolution is not possible at this level.

It shall also be the responsibility of the college representative involved to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved.

When attempts at informal resolution of a student complaint have failed, a student may appeal a college policy or its administration in the following manner:

1. A written appeal, grievance, or complaint must be filed with the Office of the President not later than three (3) days after the conclusion of the informal meeting;
2. The written complaint must include at least:
   a) Date of the incident (injury alleged by the grievant);
   b) Nature of the grievance or the complaint;
   c) Person(s) involved; and
   d) Type of redress sought.
3. The Office of the President shall set the date, time, and place of a hearing to be held not later than seven (7) school days after receipt of the written complaint, and shall so inform the student grievant and all Disciplinary/Grievance Committee members.
4. At the hearing, the student grievant will be allowed to present his or her own testimony and evidence and may call witnesses and cross-examine witnesses. If witnesses are to appear on behalf of the student, a list of their names must be provided by the student to the Office of the President at least 48 hours before the hearing. The Disciplinary/Grievance Committee will hear testimony and review evidence from the appropriate respondent[s] relevant to the grievance or complaint and may also call witnesses and cross-examine witnesses.

   All hearings will be conducted on the college campus in "closed session" and shall be attended only by those persons authorized by the Disciplinary/Grievance Committee to be present. Information obtained in such hearings is considered to be privileged communication.

After hearing testimony and considering the evidence (its accuracy, credibility, and sufficiency), the Disciplinary/Grievance Committee will make the final determination of action to be taken and so notify the student of the decision rendered. The student is also informed of his or her right to appeal the decision of the Disciplinary/Grievance Committee.

STUDENT APPEAL PROCEDURES

BOARD OF APPEALS

Students have the right to appeal any administrative action taken by the Disciplinary/Grievance Committee, as incurred, to a Board of Appeals, which is composed of the:

President
Executive Vice-President
Director of Academic and Student Affairs
Director of Library Operations and Institutional Support
Director of Student Services
Director of Financial Services
Director of Career Services
Any other individuals as appropriate for the situation involved

Students who wish to appeal an administrative action must request the appeal in writing and deliver or mail the request to the Office of the President within 72 hours of being informed of the action to be taken. Thereafter, the Board of Appeals will be assembled and has the responsibility for reaching a decision in each appeal that is in balance and in the best interests of the student and the college.

The Office of the President shall set the date, time, and place of a hearing to be held not later than two (2) school days after receipt of the written appeal, and shall so inform the student and all members of the Board of Appeals. The Board of Appeals will hold a hearing to: listen to oral testimony from appropriate parties involved and any witnesses; examine and cross-examine parties and witnesses; review relevant evidence; and render a decision.

BOARD OF TRUSTEES

Students who have a complaint or grievance that they feel is serious and have not been able to get any assistance from anyone within Wade College may make a final appeal within 72 hours of the Board of Appeals decision to the Board of Trustees. All complaints must be in written form presented to the Office of the President, with permission from the complainant for a copy of the complaint to be forwarded to the college for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution.

The Board of Trustees will review appeals only in regards to whether the student received due process. The decision of the Board of Trustees is final.

TEXAS HIGHER EDUCATION COORDINATING BOARD

If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711-2788, (512) 427 6101. Go to http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y to review the Texas Higher Education Coordinating Board's rules governing student complaints (Title 19 of the Texas Administrative Code, Sections 1.110-1.120).

A description of the Texas Higher Education Coordinating Board's complaint procedure and online forms can be found at http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D.

CAMPUS SAFETY AND SECURITY

The safety of all students is a major concern for the administration at Wade College. While efforts are made to create a safe environment that is conducive to academic success, safety is primarily the responsibility of each individual. Each student is encouraged to take appropriate safety precautions to protect his or her belongings and person.

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* requires colleges to publicize campus crime statistics and security measures. Wade College maintains data on crime statistics in the Office of the President and posts the information in its *Annual Security Report and Safety Plan*. The *Annual Security Report and Safety Plan* can be found on the college's website at:

http://www.wadecollege.edu/uploads/pdfs/Annual-Security-Report-and-Safety-Plan.pdf.

Paper copies of the *Annual Security Report and Safety Plan* are available in the Office of the President.

NOTE: Wade College cannot totally protect its students any more than the police can protect all citizens who walk the streets; therefore, it is the student's responsibility to observe safety precautions.

WADE COLLEGE SAFETY PLANS

Emergency procedures to follow while on INFOMART and World Trade Center property are also available to students via the *Annual Security Report and Safety Plan*.

INFORMATION TECHNOLOGY

COMPUTER SERVICES

Current faculty, staff, alumni, and students have access to various types of computers and computing systems for use in their educational, research, and administrative activities. In addition, Internet access is available for use by computing account holders. Students enrolled at Wade College are issued computer accounts for their use while attending Wade College. Open computer laboratories are available during normal hours of operation.

ACCEPTABLE USE

The computing resources at Wade College are provided for the use of Wade College students, faculty, and staff to support the educational programs, instructional activities, academic research, and administrative functions of the college. These resources are intended for the sole use of the college students, faculty, staff, and other authorized users, who are responsible for seeing that these computing resources and facilities are used in an effective, efficient, ethical, and lawful manner. The following policies and guidelines relate to all computing resources and their use.

1. Computer facilities/resources and accounts are owned by the college and are to be used only for educational- and college-related activities.
2. Accounts (IDs and passwords) are approved and issued by the Wade College. Accounts are issued to individuals and are intended for the sole use of that individual. An account assigned to an individual is not transferable and may not be used by others without explicit permission from a professor, an administrator, or the President. The individual to whom the account has been issued is responsible for the proper use of the account, including password protection. The account holders shall keep keywords and passwords confidential to protect themselves and their files. Users shall not give or sell passwords to others.
3. Users may use only the computing resources they are authorized to use and only for the purposes specified when their accounts were issued or permission to use the resources (i.e., microcomputers) was granted.
4. Users shall not access or copy software or data belonging to others or to Wade College without prior authorization. Users shall not transport software or data provided by Wade College to another computer site without prior written authorization.
5. Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by contract.
6. Users shall follow the published procedures for using the college's computing resources and shall not modify any hardware or software provided by the college.
7. Users shall respect the rights of other users. A user shall not hamper or deprive another of access to resources or encroach on another's use of computing facilities. Users shall consider the impact of their conduct on other users.
8. The same standards of intellectual honesty and plagiarism apply to computer resources, computer programs, and files as to other forms of published work.

MISUSE OR ABUSE OF COMPUTING RESOURCES

In relation to the computer network, equipment, programs, or data, conduct for which disciplinary action may be taken, includes, but is not limited to, the following:

1. Unauthorized use of computing resources or use of computing resources for unauthorized or nonacademic purposes.
2. Unauthorized accession or copying of programs, records, or data belonging to the college or another user, or copyrighted software, without permission.
3. Using computer resources to threaten or harass others.
4. Attempted or actual breach of the security of another user's account, depriving another user of access to college computing resources, compromising the privacy of another user, or disrupting the intended use of computing or network resources.
5. Attempted or actual use of the college's computing resources for commercial purposes or non-college-/non-educational- related activities.
6. Attempted or actual transport of copies of college programs, records, or data to another person or computer site without written authorization.
7. Attempted or actual destruction or modification of programs, records, or data belonging to the college or another user or destruction of the integrity of computer-based information.

8. Attempted or actual use of the computing facilities to interfere with the normal operation of the college's computing systems; or, through such actions, causing a waste of such resources (people, capacity, computers).
9. Other types of activities (the list is not meant to be inclusive) of behavior that are considered unethical and/or unacceptable include:
    a. Attempting to alter system software or hardware configurations.
    b. Attempting to deliberately degrade the performance of the computer system and/or depriving authorized users of resources or access to any college computer system.
    c. Owning, using, or attempting to introduce worms, viruses, or Trojan horses.
    d. Creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
    e. Misrepresenting one's identity in electronic communication.
    f. Violating copyright and/or software agreements.
    g. Using the college's computer resources for commercial or profit-making purposes without written permission from the President.
    h. Violating rules and codes set by services subscribed to by the college.
    i. Disobeying or disregarding computer lab rules and/or computer system rules, policies, procedures, and protocols.
10. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
11. Any act or omission that violates federal, state, or local laws or regulations relating to computer equipment, programs, or data and which is not otherwise covered may be grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

Computer abuse is covered in federal laws by the C*omputer Fraud and Abuse Act of 1986* and the *Electronic and Communications Privacy Act of 1989*. The state statute for computer abuse is Chapter 33, Computer Crimes, Texas Penal Code. College policy is based on these laws. If a student is suspected of misuse or abuse of computing resources, the Disciplinary/Grievance Committee may impose one or more of the sanctions as outlined in the "Student Discipline" section of this handbook.

COMPUTING SECURITY

The security and integrity of the Wade College's computing resources are essential. Therefore, priority is given to maintaining system security and integrity, backing up the system, and general maintenance of the system.

To that end, the college does not take responsibility for the safe storage of student files. Students must keep their own copies of any information that is important to them. Wade College is not responsible for any loss of information from college computers or networks, regardless of the cause.

STAFF ROSTER

Harry Davros
hdavros@wadecollege.edu
President/Chief Executive Officer
All decisions of the college rest ultimately with the President. The President oversees the academic program, student services, and the administration of the college. Students may consult the President with any question or concern regarding any aspect of the college.

Sue Wade
stortoriello@wadecollege.edu
Founder and Executive Director
The Executive Director participates in the admissions process of the college and also supports the Career Services Department and the Wade College Alumni Association.

John Conte
jconte@wadecollege.edu
Executive Vice-President
The Executive Vice-President is responsible for providing support and solutions to students and faculty regarding all academic matters of the college. The Executive Vice-President is responsible for management of the college faculty and also assists the President with general administration of the college.

Elizabeth Johnston
ejohnston@wadecollege.edu
Director of Academic and Student Affairs
The Director of Academic and Student Affairs is responsible for providing support to students regarding all academic and student activities of the college. The Director of Academic and Student Affairs also assists the Executive Vice-President with the implementation of all academic policies of the college, including student learning assessment, student progress, and student advisement.

Kimberly Parker
kparker@wadecollege.edu
Director of Library Operations and Institutional Support
The Director of Library Operations and Institutional Support is responsible for providing overall support in all facets of the administration of the college, including facilities, technology, and other ancillary needs. The Director of Library Operations and Institutional Support directs all facets of the Wade College Library and learning resources of the college and assists the President and Executive Vice-President with the general administration of the college. Also, the Director of Library Operations and Institutional Support is responsible for management of current and former student records.

Jennifer Magee
jmagee@wadecollege.edu
Director of Career Services
The Director of Career Services oversees the Office of Career Services, encompassing student, alumni, and employer relations. The Director of Career Services manages Wade Career Connection, the Wade College Alumni Association, and is responsible for supporting and tracking the employment and career development of students and alumni.

Bobbie Baumgarten
bbaumgarten@wadecollege.edu
Library Director
The Library Director is responsible for providing support to the faculty and students through the library and through additional administrative duties. The Library Director works closely with faculty in matters of academics and ancillary needs. The Library Director directs all library areas, including the facilities, the collection, and the technical aspects. The Library Director provides support to both students and faculty by maintaining access to the collections and facilities of the Wade College Library during weekend campus hours.

Lisa Hoover
lhoover@wadecollege.edu
Director of Financial Services
The Director of Financial Services is responsible for the administration of the financial programs offered by the college to its students. The Director of Financial Services is the student's first source for information and/or assistance with financial matters. The Director of Financial Services also assists the President with all student financial issues and accounts.

Penelope Bell
pbell@wadecollege.edu
Director of Student Services
The Director of Student Services provides support to the Directors of Career Services, Academic and Student Affairs, and Financial Services on measurement of employment efficacy and other employment-related needs, oversees student activities functions and all student groups and honor societies, and assists with financial services.

Sam Everastico
severastico@wadecollege.edu
Associate Director of Financial Services
The Associate Director of Financial Services provides administrative support to the Director of Financial Services as well as to the President. The Associate Director of Financial Services reports directly to the Director of Financial Services and is responsible for financial aid processing, billing, and admissions assistance.

Feba Varghese
fvarghese@wadecollege.edu
Director of Admissions and Marketing
The Director of Admissions and Marketing oversees all aspects of the admissions functions and the marketing plans of the college. The Director of Admissions and Marketing is also the college's liaison to individuals seeking information about, or enrolling in, the college.

Madison Hunnicutt
mhunnicutt@wadecollege.edu
Admission Coordinator
The Admissions Coordinator is the college's liaison to individuals seeking information about, or enrolling in, the college. The Admissions Coordinator also assist the Director of Admissions with marketing initiatives and functions.

HELPFUL PHONE NUMBERS

COUNSELING

Child & Family Guidance Center (24 Hr) www.childrenandfamilies.info	214-351-3490
Children's First Counseling Center (24 Hr) www.childrenfirstinc.org	972-264-0604
Contact Counseling & Crisis Line (24 Hr) www.contactdallas.org	972-233-2233
Galaxy Counseling Center www.galaxycounseling.org	972-272-4429
Mental Health Association of Greater Dallas www.mhadallas.org	214-871-2420
Metrocare Services www.metrocareservices.org	214-743-1200
Pastoral Counseling & Education Center (24 Hr) www.pcec-counseling.org	214-526-4525
Suicide & Crisis Center (24 Hr) www.sccenter.org	214-828-1000
The Family Place Counseling Center (24 Hr) www.familyplace.org	214-941-1991

LOW INCOME SERVICES

Attitudes & Attire www.attitudesandattire.org	214-630-1667
Community Council of Greater Dallas www.ccgd.org	214-379-4636
Dallas Housing Authority www.dhadal.com	214-951-8300
North Texas Food Bank NTFB www.ntfb.org	214-330-1396
Texas Dept. of Health & Human Services (Food stamps, AFDC, TANIF) www.hhsc.state.tx.us/	877-541-7905
WIC (Women, Infants & Children) www.fns.usda.gov/wic/	214-670-7200

MISCELLANEOUS

2-1-1 Texas Referral Service www.211texas.org	211
Assurant Health Insurance www.assuranthealth.com/corp/ah/HealthPlans/Student	800-647-9106
Children's Medical Center (24 Hr) www.childrens.com	214-456-7000
Dallas Area Rapid Transit www.dart.org	214-979-1111
Equal Employment Opportunity Commission www.eeoc.gov/dallas/index.html	800-669-4000
Family Outreach of Greater Dallas www.familyoutreach-northtexas.org/dallas/education.html	214-321-6292
Gay/Lesbian Community Center (AIDS outreach) www.rcdallas.org	214-528-0144
Genesis Women's Shelter Hotline (24 Hr) www.genesisshelter.org	214-946-4357
Legal Aid of North West Texas www.lanwt.org	214-748-1234
Parkland Hospital (24 Hr) www.parklandhospital.com	214-590-8000
Parkland Rape Crisis & Sexual Abuse Center (24 Hr) www.parklandhospital.com/medical_services/vip_rape_crisis/	214-590-0430
Texas Dept. of Protective Services (Adults & Children) (24 Hr) www.dfps.state.tx.us/	800-252-5400
Texas Veterans Commission www.tvc.state.tx.us/	972-692-4939
Texas Workforce Commission www.twc.state.tx.us/	214-920-3663
Victims Outreach (24 Hr) http:/www.victims-outreach.org	214-358-5173

PREGNANCY

America's Crisis Pregnancy Helpline www.thehelpline.org	866-942-6466
Buckner Adoption Services www.beafamily.org	866-236-7823
Buckner Crisis Pregnancy Hotline (24 Hr) www.beafamily.org	800-441-2670
Buckner Foster Care Services www.beafamily.org	214-321-4530
Christian Services of the Southwest www.church-of-christ.org/children/christian_services_southwest	972-960-9981
Dallas Pregnancy Resource Center www.dallasprc.com	214-369-6281
Downtown Pregnancy Center www.downtownpc.org	214-969-2433
Greater Dallas Maternal Health & Family Planning	214-266-0588
Hope Cottage Pregnancy and Adoption Center www.hopecottage.org	214-521-4673
Planned Parenthood of North Texas www.ppnt.org	214-363-2004
Prestonwood Pregnancy Center www.prestonwoodpregnancy.org	972-386-4015
White Rose Women's Center www.whiterosewomenscenter.org	214-821-6292

SUBSTANCE ABUSE

Al-Anon and Alateen information (24 Hr) www.dallasal-anon.org	214-363-0461
Alcoholics Anonymous (24 Hr) www.aa.org	214-887-6699
Greater Dallas Council on Alcohol & Drug Abuse www.gdcada.org	214-522-8600
Nexus Recover Center www.nexusrecovery.org	214-321-0156 ext. 2500
Turtle Creek Manor www.tcmanor.org	214-871-2483

If you need additional information, a list of all services in the greater Dallas area is located in the Office of the Director of Academic and Student Affairs.

NOTES