

**Consumer Information**  
**Texas County Technical College**  
Updated 2-8-2018

**ATHLETIC PROGRAM INFORMATION**

Texas County Technical College does not offer athletic programs

**CAMPUS CONTACTS**

The following officials may be contacted to assist enrolled or prospective students with the following:

**Financial Assistance Information:**

Clarice Casebeer, Financial Aid Liaison, Texas County Technical College, 6915 S. Hwy 63, Houston, MO (417)967-5466

**Institutional Information:**

President, Charlotte Gray, or Clarice Casebeer, Registrar. Texas County Technical College, 6915 S. Hwy 63, Houston, MO (417)967-5466

**Completion or graduation rates:**

Clarice Casebeer, Registrar, Texas County Technical College, 6915 S. Hwy 63, Houston, MO  
(417)967-5466

**Security Policies and crime statistics:**

President, Charlotte Gray, Texas County Technical College, 6915 S. Hwy 63, Houston, MO  
(417)967-5466

**Informal complaints and Academic concerns:**

Campus Director, Dr. William Gray, Texas County Technical College, 6915 S. Hwy 63, Houston, MO (417) 967-5466.

**CAMPUS SAFETY**

**Annual Security Report**

Texas County Technical College is committed to supporting the welfare of its students, faculty, staff, and visitors. Texas County Technical College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within the campus, or immediately adjacent to and accessible from the campus. The

report also includes institutional policies concerning campus security, such as policies concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Director, 6915 S. Hwy 63, Texas County Technical College, (417)967-5466 or by accessing the following web site: [www.texascountytech.edu](http://www.texascountytech.edu) and viewing the [Annual Security Report](#).

### **Emergency Response and Evacuation Procedures**

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed when there exists the potential for an emergency condition, such as severe weather; an emergency situation has or is occurring; or in any situation where it is necessary and beneficial for the operations of TCTC to be conducted out of a single location. In order to ensure the various plans at TCTC will work in an emergency situation, TCTC participates in drill and exercises that include campus personnel as well as local, county, and state public safety agencies. Complete details about the Emergency Response Plan are available in the administrative office at Texas County Technical College, 6915 S. Hwy 63, (417)967-5466 or by accessing the following web site: [www.texascountytech.edu](http://www.texascountytech.edu)

### **Sex Offender Registration and Community Notification**

Under provisions of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act): [ojp.gov/smart/legislation.htm](http://ojp.gov/smart/legislation.htm) , any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level.

Texas County Technical College, 6915 S. Hwy 63, Houston, MO (417)967-5466, has a web page [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) that provides links to the Missouri State Highway Patrol Registry Sex Offender list, the Texas County Sex Offender List, and the lists of the surrounding counties as they become available. Members of the College who wish to be informed of the identities of registered sex offenders who reside in Texas County or a surrounding county are encouraged to access this information through the website.

### **Sexual Assault Prevention**

The college educates the student community about sexual assaults and date rape in the mandatory orientation held before the start of each nursing program and on the first day of class for all other programs. Program includes guest speakers from local and area support organizations, power point presentations, and contact information. The staff of TCTC may also choose to use Sexual Violence Training Modules made available through the Saint Louis University's Heartland Center for Public Health and Preparedness.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment as it is extremely important for the survivor's well-being. For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, he/she must be informed that the appropriate agency must be contacted. Filing a report with a school official will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions.

Since TCTC has no on-campus law enforcement officials, all sexual offenses should be reported to local law enforcement and directly to a school official. Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Houston Missouri Police Department  
417-967-3348

Texas County Sheriff's Office  
417-967-4165

When a sexual assault survivor contacts the local police department, a representative of the school should be notified as well. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college or only the latter. A representative from the police department or the school will guide the survivor, upon request, through the available options and support the survivor in his/her decisions. Though there are no on campus counseling and support services, outside counseling may be obtained through the following:

- Emergency Room of the Texas County Memorial Hospital in Houston, MO  
417-967-3311
- The Shelter and Advocacy Services of Agape House, Inc. Mountain View, MO  
Hotline: 800-667-1811 or National Hotline: 800-799-SAFE (7233)
- The Shelter and Advocacy Services of Christos House, Inc. West Plains, MO

Hotline: 800-611-5853

- Ozarks Medical Center Behavioral Health Care  
800-356-5395

Since TCTC nor BTC does not provide campus-based housing or facilities other than those offered for educational purposes, we cannot assist survivors of a sexual offense with changes in their living situation but will assist in changes to academic situations if changes are requested by the student and are reasonably available.

A student must contact a school official to begin disciplinary proceedings. Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. After TCTC/BTC has reached a final determination following the disciplinary proceeding with respect to the alleged offense, both the accuser and the alleged accused will be informed of any sanction that is imposed against the accused. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution.

### **Harassment Policy**

Texas County Technical College is committed to providing a workplace and learning environment that are free from harassment to any group protected by basic laws. Harassment is conduct that is unprofessional, unproductive, and illegal. Consequently, all conduct of this nature is expressly prohibited.

**Sexual harassment** is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.

Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Other forms of harassment** include (but are not limited to) verbal abuse, insulting comments, gestures, and bullying when directed at any individual. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such adverse behavior.

**Sanctions** Violators of this policy will be subject to sanction ranging from letters of reprimand to dismissal, according to the severity of the offense.

Complaints should be made as soon as possible after the alleged incident of discrimination has occurred to an immediate supervisor or administrator with no worry of recrimination. Complaints should be presented in writing and signed by the complainant. Each complaint will be investigated in a timely manner with confidentiality and recourse.

In most cases, the person accused of discrimination will be notified of the

complaint by the President of the college. Texas County Technical College will take prompt corrective action, if an investigation confirms the allegations, which may include discipline, up to and including immediate dismissal.

**Implementation** In support of this policy, the college shall conduct periodic orientation and educational programs for faculty, students and staff on the nature of harassment in order to ensure an academic and work environment free of harassment.

## **COPYRIGHT INFRINGEMENT**

Texas County Technical College prohibits the unauthorized distribution of copyrighted materials, including the use of peer-to-peer (P2P) networks.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense.

## **DISABILITIES RESOURCES**

Texas County Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Texas County Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with the consent of the student.

## **DRUG AND ALCOHOL PREVENTION**

Texas County Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff, and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution

of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

TCTC has created a program that complies with the regulations to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

### **DFSCA Biennial Review Information**

The regulations do not specify a date by which the biennial review must be completed and on file-they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-numbered year (1990), TCTC will conduct a biennial review by the end of each even numbered calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

### **Documentation**

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiatives can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

### **Policy/Program**

TCTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance or retention into any program.
2. Random drug screening for any student or employee if deemed necessary.
3. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.
4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of TCTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession, or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws. Those employees or students dismissed for illegal behavior may be subject to the penalties of federal, state, and city laws.

### **Legal Sanctions**

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

**Health Risks: Specific serious health risks are associated with the use of illegal drugs and alcohol.**

**Some of the major risks are:**

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.
- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.

- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student and must be paid at the time the appeal is submitted.

The findings from the second independent laboratory are final, and decisions made regarding student retention resulting from those findings are final.

TCTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. TCTC will provide assistance with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

**Substance Abuse Treatment Locator**

- [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov) 1-800-662-HELP  
or  
1-800-662-4357

**Alcoholics Anonymous**

- [www.aa.org](http://www.aa.org)

**Cocaine Anonymous**

- [www.ca.org](http://www.ca.org) 1-800-347-8998

**Nar-Anon**

- <http://nar-anon.org> 1-800-477-6291

**National Council of Alcoholism and Drug Dependence Hopeline**

- [www.ncadd.org](http://www.ncadd.org) 1-800-NCA-  
CALL

or  
1-800-622-2255

#### **Mtn. Grove**

- Family Counseling Center INC 417-926-1500

#### **West Plains**

- Family Counseling Center 417-257-9152
- Turning Leaf Adult Treatment Center 417-256-5395
- Alcoholics Anonymous 417-256-8988

#### **Rolla**

- Gibson Recovery Center 573-368-7302
- 24 Hour Drug & Alcohol Helpline 888-413-6364
- SE Missouri Community Treatment Center 573-364-8511

#### **Springfield**

- Alcoholics Anonymous 417-823-7125
- Carol Jones Recovery Center for Women 417-862-3455
- Alternatives Counseling Center 417-883-7227
- Alcohol and Other Drug Information and Referral 417-865-5200

#### **Texas County**

- Sheriff's Office 417-967-4165
- Houston Police 417-967-3348

#### **Dent County**

- Sheriff's Office 573-729-3241

#### **Phelps County**

- Sheriff's Office 573-426-3860
- Rolla Police 573-308-1213

#### **Wright County**

- Sheriff's Office 417-741-7576
- Mtn. Grove Police 417-926-5181

#### **Greene County**

- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Missouri Drug Rehabilitation Treatment Center 800-435-2890

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)**

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents maintained by the

school that pertain to them. Texas County Technical College must permit students to examine such records with forty-five (45) days after submission of a written request and to obtain copies of such records upon payment of the reproduction cost. Students may request the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. In the event that the school refuses to amend the records, students may utilize the college's grievance procedure to request a hearing.

Texas County Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Texas County Technical College informs students of their rights relating to FERPA. The act was designed to protect the privacy of education records and to provide for the correction of inaccurate or misleading data through formal and informal hearings.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202 concerning this institution's alleged failure to comply with FERPA.

The college has designated certain information contained in the educational records of its students as **directory information** for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including email address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) dates of attendance (including matriculation and withdrawal dates), (8) academic classification by year, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) student's photograph.

**Directory information may be disclosed** by this institution for any purpose at its discretion without the consent of the student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrative office during regular business hours with the first week of a program/classes. The written notification does not apply retroactively to previous releases of directory information.

In the event a refusal is not filed, this institution assumes a student does not object to the release of the directory information designated. Questions or inquiries should be addressed to the administrative office.

Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Office of the Registrar, 6915 S. Hwy 63, Houston, MO, Texas County Technical College, (417)967-5466.

## **MISREPRESENTATION**

Misrepresentation is defined as a false, erroneous, or misleading statement made directly or indirectly to:

- student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department.

Texas County Technical College/Bolivar Technical College employees and its representatives do not purposely give inaccurate information about the college. Factual information is presented to prospective students and families regarding educational programs, financial charges, and the employability of its graduates. Student endorsements or testimonials are given voluntarily and under no duress.

## **FINANCIAL AID**

The following information regarding financial aid and its availability to students can be obtained at the college financial aid office located at 6915 S. Hwy 63, Houston, MO (417) 967-5466 or by accessing the following website: [www.texascountytech.edu](http://www.texascountytech.edu) or viewing the [Student Catalog](#) section.

Types of financial aid available	Terms and conditions of loans
How to apply for financial aid	Loan entrance & exit counseling
Eligibility criteria	Students rights & responsibilities
Disbursement information	Withdrawal & return of federal funds
Satisfactory academic progress policy	Master promissory note
Student loans	Repeated courses and financial
aid eligibility	
Cost of attendance	Academic year definition
Professional judgment	Dependency override

## **Student Loan Forgiveness Opportunities**

Borrowers in the Federal Direct Loan program may be eligible for deferred payment provisions in the Peace Corps of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service and can be found on their website at: <http://studentaid.ed.gov/PORTALSWebApp/students/english/PSF.jsp>

## **GRADUATION RATES**

Under regulations developed by the United States Department of Education, colleges and universities are required to report graduation rates to current and prospective students. Graduation rates for Texas County Technical College can be found at [www.texascountytech.edu](http://www.texascountytech.edu) and by viewing [Student Achievement](#).

## **VACCINATIONS/IMMUNIZATIONS**

Immunization requirements for students entering Texas County Technical College can be obtained in the Office of Admissions, Texas County Technical College, 6915 S. Hwy 63, Houston, MO (417)967-5466 or by accessing the following web site: [www.texascountytech.edu](http://www.texascountytech.edu) and by viewing [Immunization Guidelines](#).

## **INSTITUTIONAL INFORMATION**

### **Campus Information**

The data elements available through the following link are reported annually through the Integrated Postsecondary Education Data System (IPEDS) system to the National Center for Education Statistics (NCES). NCES is the primary federal entity for collecting and analyzing data related to education in the U. S. and other nations. NCES is located within the U. S. Department of Education and the institute of Education Sciences.

The information available through the link below includes: a general campus overview, instructional and administrative staff, tuition, fees, and estimated student expenses, financial aid, enrollment, student race/ethnicity and gender, program completion and retention rates for first-time students, overall graduation rate and transfer-out, and programs.

College Navigator: <http://nces.ed.gov/collegenavigator/?q=Texas+County+Technical+College&s=MO&zc=65483&zd=0&of=3&id=441487>

### **Academic Programs**

Descriptions of academic programs and degree offerings may be obtained by contacting the Director of Admissions, 6915 S. Hwy 63, Houston, MO (417) 967-5466 or by accessing the following website: [www.texascountytech.edu](http://www.texascountytech.edu) or viewing our [Student Catalog](#).

### **Accreditation**

Texas County Technical College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Accrediting Bureau of Health Education Schools (ABHES) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

For information on all accreditations and approvals, contact the Registrar, 6915 S. Hwy 63, Texas County Technical College, (417)967-5466.

### **Admission Information**

Information regarding admission requirements may be obtained by contacting the Director of Admissions, 6915 S. Hwy 63, Texas County Technical College, (417)967-5466 or by accessing the following website: [www.texascountytech.edu](http://www.texascountytech.edu) or viewing the Admissions section of the [Student Catalog](#).

### **Student characteristics/Diversity of the Student Body**

Information regarding the percentage of enrolled, full-time students who are male, are female, receive a federal PELL grant, ethnic group is available on the College Navigator website at: <http://nces.ed.gov/collegenavigator/?q=Texas+County+Technical+College&s=MO&zc=65483&zd=0&of=3&id=441487>

### **PLACEMENT INFORMATION**

Job and graduate school placement rates for graduates of Texas County Technical College can be found at [www.texascountytech.edu](http://www.texascountytech.edu) or by viewing the [Student Achievement](#) page.

### **REFUND POLICY**

Once the student officially notifies the administrative office and the program director/instructor with the request to withdraw or is terminated, the school will calculate a refund or payment arrangement as of that date. If the student is a minor, requests should be signed by both the student and parent/guardian. Any balance of the refund money due the student shall be made within thirty (30) days. If a student receives funds from any other financial aid program, all refunds shall be as prescribed by that funding agency's refund policy.

Federal regulations require that when a student officially withdraws or stops attending classes, the amount of Federal Title IV aid assistance a student has "earned" up to the last date of attendance must be calculated using a pro-rata formula. If a student completes more than 60% of a period of enrollment, (fall semester, spring semester, summer semester) a student will have earned all of the financial aid awarded, and his/her account will not be adjusted. Students attending less than 60% of a semester will have federal financial aid recalculated. If a student received more financial aid than he/she has earned, the excess funds will be returned on the student's behalf by the college to the program from which aid was received. In most instances, a student will be left owing the college.

Upon official notification of withdrawal, the financial aid officer will perform the return calculation, and students will be notified by mail. If there is an outstanding balance, students are responsible for making payment

arrangements with the college.

Students who withdraw from all classes prior to completing more than 60% of a semester will have their federal financial aid recalculated based on the percent of the semester they have completed. For example, a student who withdraws completing only 30% of the semester will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned. “Title IV funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

Refunds are returned according to federal policy in the following order: Unsubsidized Direct; Subsidized Direct; Direct Plus loans; PELL Grant; other federal, state private, institutional sources of aid, and then the student.

Students in credit or clock hour programs who drop or withdraw may be entitled to a refund for tuition and semester fees (preadmission fees are not included in refund) according to the following schedule:

Within the first week of the semester	100%
Within the second week of the semester	75%
Within the third week of the semester	50%
Fourth week or later	no

refund

### **CANCELLATION AND WITHDRAWAL POLICY**

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student must notify the office in writing with intent to withdraw. There are no exceptions. Refer to refund policy. Nursing students are required to confer with program directors. Non-attendance does not constitute official withdrawal.

A withdraw from class after the end of the sixth week of a semester will be assigned a withdraw/passing (W/P) or withdraw/failing (W/F). Withdraw/failing will be included in the calculation of the GPA; withdraw/passing does not affect the calculation of the CGPA.

No course may be dropped the last two weeks of the semester.

### **RETENTION RATES**

Retention rates for Texas County Technical College can be found at [www.texascountytech.edu](http://www.texascountytech.edu) or by viewing the [Student Achievement](#) page.

