Mission
The mission of El Paso County Community College is to provide accessible, quality and affordable education that prepares students for academic, professional and personal growth and advance our regional workforce.

Vision
EPCC will be the progressive educational leader providing quality education that facilitates success for students, the community and region through innovative opportunities.

Transforming the Future Together
This Strategic Plan is shaped by five goals that illustrate our common values and purpose. It will guide us in cultivating our strengths and responding to challenges as we expand our region’s path to higher education.

Goals:

1. Provide Quality Education
Maintain a focus on improvement and assessment that is supported by creating a culture of excellence.

2. Drive Student Success
Provide academic programs and support services that are clear pathways to skill development, timely degree completion and transfer to a university or gainful employment.

3. Foster Engagement
Enhance collaboration at all levels within EPCC and the community.

4. Build Community & National Awareness and Grow Partnerships
Share the many ways EPCC transforms students’ lives and impacts the community and region.

5. Sustainability
Be a progressive educational leader through innovation, identifying opportunities for improvement and effectively utilizing resources.

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
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Dear EPCC Student,

As El Paso Community College (EPCC) celebrates its 50th Anniversary, I welcome you as a student to our institution. EPCC was established in June 1969 when the citizens of El Paso County voted to establish the College. More than 1 million students have been attended over the last 50 years and more than 78,000 degrees have been awarded. We believe in providing quality, affordable education that will prepare you to achieve your academic and professional goals! EPCC is a nationally recognized college with a tradition of excellence in teaching and learning. Your success matters and we are committed to helping you excel.

Whether you are a new or a returning student, this Student Handbook will acquaint you with the many opportunities you have to engage in the college community. Inside you will also see our Student Code of Conduct, I ask that you review the code and abide by it. The handbook also gives important information about how you can make the most out of your college experience.

EPCC has five campuses for easy access, so that you do not have to travel far to achieve your career dreams. Our flexible evening and weekend scheduling, accelerated courses, and online options offer convenience to fit any busy lifestyle. Our faculty and staff are committed to serve you and strive to provide the best experience to you and help fulfill your educational dreams.

If you need some extra help or not sure of the best pathway to take, visit your counselor or Career Services for guidance. You can also visit our tutoring centers for free help with those challenging courses. Interested in taking your studies to the next level? Become a part of the Honors Program or participate in Service Learning. Whatever your needs or interest, we can assist you along the way.

EPCC offers several opportunities to participate in activities outside of the classroom that will add tremendous value to your college experience. Whether you participate in Intramural Sports, Student Leadership & Campus Life or more than 45 clubs and organizations, EPCC has something for everyone to make your college experience more fulfilling and more fun!

Thank you for choosing EPCC. I look forward to seeing you on the campus and eventually shaking your hand as you walk across the stage to receive your EPCC degree or certificate at your graduation.

Sincerely,

William Serrata, Ph.D.
President, El Paso Community College
Dear Students,

Welcome back Tejanos to a bright year ahead. I hope each of you had an enjoyable break and an opportunity to spend time with family and friends. As the new semester begins, I am eager – as I know you are – to immerse myself in the work ahead of us. This coming year we will be celebrating the 50th Anniversary of El Paso Community College and have much to celebrate.

This will be an exciting and critical time for El Paso Community College on both sides of the house, Instructional and Student Services. Campuses are expanding with additional classroom building and instructional programs. While Student Services, specifically Student Leadership and Campus Life in collaboration with the Student Government Association will continue our efforts to create new social engagement opportunities on our campuses.

We are prepared to tackle important issues such as a smoke free – tobacco free campus, student travel and building a greater sense of inclusion with our LGBTQ and Veteran population at the college to name a few. As we will carry on this crucial work, we give thanks to the thoughtful and dedicated members of our college community – our faculty, staff, and you, our students.

During the coming months ahead, I encourage each of you to get involved on campus, to engage your fellow classmates in conversation about student advocacy, participate in the many clubs and organization we have on campus, Student Government, Intramural Sports, and Tejano Ambassadors.

I look forward to working with each of you this year. Go TEJANOS!!!!

“Happy 50th,”

Arvis C. Jones
Director, Student Leadership & Campus Life/
Veterans Resource Center
On behalf of the Student Government Association I would like to welcome you to El Paso Community College, The Best Place to Start and Finish! I am sure you might be a little bit nervous or scared taking this path towards your future. Just remember one thing: you are not alone. Many of us students are experiencing or have experienced the same thing, myself included. El Paso Community College has a lot of resources and staff that want you to succeed. If you are ever in need of assistance, feel free to ask any campus employee, or visit any student government office on any campus and we will point you in the right direction!

Student Government Association advocates for you, the students, and we represent you when it comes to any concerns that you may have. Last school year, we were recognized by the Texas House of Representatives for our work brought to the college on House Resolution 1228, as well as being elected one of six student representatives for the Texas Junior College Student Government Association Executive Board for this school year. We also advocated to our state representatives addressing our needs as students in the El Paso area in Austin during the 86th Legislative Session of Texas. We strive in upholding our college’s slogan, “The Best Place to Start and Finish.”

Here, at El Paso Community College, we have more than 50 clubs and organizations that you can get yourself involved with to help enrich your college experience. Multiple studies show that not only being involved in clubs and organizations give you a better edge against other candidates for employment, but also gain skills and knowledge that makes yourself an overall better person. Quoting from one of my predecessors, “Those who get involved succeed.” I started from one of these clubs, and never would I have imagined being in the position I am today. We have had entrepreneurs, politicians, professional athletes, and leaders that have made the same decision as you to attend El Paso Community College. Therefore, challenge yourself in order to bring out the best in yourself. You are your own limit!

Lastly, make the most out of your time not only as a student here in El Paso Community College. Take advantage of every opportunity and tool you are given. We are like water flowing in a river; there is only one stream, but all who pass through it are affected differently. Some travel fast, some change their course, experiencing countless events as they travel down the river of time. Be the difference.

Sincerely,

Alex Rodriguez
President, Student Government Association
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Transmountain (9570 Gateway Blvd North)

Admissions  (915) 831-5070
Assessment Testing  831-5181
Campus Life  831-5034
Career and Transfer Services  831-5111
Center for Students with Disabilities  831-5808
Counseling  831-5186
Financial Aid  831-2561
Police  831-5040
Registrars  831-5030
The Union  831-5010
Tuition  831-5147
Vehicle Registration  831-5041

Administrative Services Center (9050 Viscount)

Police  (915) 831-6633
Vehicle Registration  831-6656
Tuition  831-7850

Valle Verde (919 Hunter)

Admissions  (915) 831-2150
Assessment Testing  831-3221
Campus Life  831-2292
Career and Transfer Services  831-2636
Center for Students with Disabilities  831-2426
Counseling  831-2642
Financial Aid  831-2561
Police  831-2200
Recruitment  831-2575
Registrars  831-2517
Student Union  831-3341
Tuition  831-2107
Vehicle Registration  831-2867 / 831-2212
Veterans Resource Center  831-2398

Student Leadership & Campus Life

Student Leadership & Campus Life:

Director: Arvis C. Jones  Rm. C107  831-2712
Assistant Director: Marlib Gonzalez  Rm. C105  831-2290
Admin. Asst.: Claudia Gutierrez  Rm. C107  831-2108

Campus Life:
Campus Life provides activities throughout the academic year. These activities are intended to motivate and increase your understanding of arts, athletics, culture, current events, and your community.

Some activities are simply for your enjoyment. These experiences are brought to you through special programs, art exhibits, lecture series, films and much more!

How do you participate? Just show up! All of our activities are free to students with a valid student ID card.
To obtain your EPCC Best Start ID card:

**New Students:** An initial EPCC Best Start ID card will be provided free of charge to students taking credit courses. Continuing Education students 13 years and older, enrolled in a minimum of 15 hours are required to pay $5.00 for their ID card. It is the responsibility of the students to pick up their ID card during their first semester at EPCC. Proof of registration and picture ID will be required to receive your EPCC Best Start ID at any Campus Life office.

**Returning Students:** Take your EPCC Best Start ID Card to one of the Campus Life offices every semester, and it will be validated. If you have misplaced your ID card or need a new one, you must pay $5.00 for a replacement at the campus cashier.

Visit the Campus Life office at your campus to see their specific scheduled office hours. To learn about the different activities planned for each semester, contact any Campus Life Representative or look for the Campus Life bulletin boards to get involved.

**Campus Life has many activities planned; examples include:**

- Fashion Show
- EPCC Got Talent
- Valentine’s Day Activities
- 9/11 Remembrance
- Resource Fairs
- 16 De Septiembre Celebration
- Halloween Costume Contest
- Domestic Violence/Sexual Assault Awareness
- Veteran Remembrance Day
- Fall Festival
- Alcohol Awareness
- Cultural Events
- Club Fairs
- Health Fairs
- Jazz at Sunset
- Tejano Round-Up

El Paso Community College
Intramural Sports:
Getting fit and having fun is our goal for you!

The Intramural Sports program provides a quality program of recreation sports and activities designed to meet the diverse needs and interests of EPCC students, faculty, and staff members.

The following is a partial list of activities for the 2019-2020 academic year:

- Co-ed Indoor Soccer
- Endurance Bench Press Contest
- Laser Tag
- Free Throw Contest
- Hot Shot Contest
- Open Volleyball
- Open Basketball
- Weight Lifting
- Students vs. Staff & Faculty Softball Game
- Circuit Cross Training
- Flag Football
- Hiking Trip
- Outdoor Soccer
- Outdoor Volleyball
- Annual Turkey Run
- Kite Flying
- Fitness Demonstration

Intramural Sports Manager, Valle Verde:
Louie Hernandez Rm. G101D 831-2567

Please, feel free to contact the Intramural Sports manager for any questions.

Call for open recreation time:
Valle Verde 831-2567
The EPCC Student Government Association is the voice of the students, and as such, they represent the student body to the college administration in all functions directly affecting the students.

**SGA Mission Statement:**
SGA is the official student body representative that influences college decisions by providing leadership opportunities, voicing the concerns of the students, and advocating for the students’ rights. SGA seeks cooperation and communication between students, college administration, faculty, professional and classified staff and community organizations to attain the mission of EPCCCD.

**How Do I Join SGA?**
SGA elections will be held during the Spring semester at all campuses. If you would like to run for office, you must pick up an application at any Campus Life office. These applications must be completed in their entirety and returned to any Campus Life office before the given deadline. After elections, vacancies may exist in the Senate so please check with any of our Student Government and Campus Life offices to pick up a Senator application.

**Student Government Association:**

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<td>C142</td>
<td>831-7084</td>
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<td>Northwest</td>
<td>M12</td>
<td>831-8823</td>
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<td>Rio Grande</td>
<td>B100</td>
<td>831-4009</td>
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<td>1351</td>
<td>831-5011</td>
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Visit our website:
https://www.epcc.edu/Services/CampusLife/student-government-association

**Tejano Food Pantry**
The Tejano Food Pantry is a program that aims to minimize hunger among our students by providing free, accessible, and nutritious food. Also, we can provide other personal hygiene products as they are made available to us. We strive to contribute to an environment of growth and encouragement supporting students in pursuit of a higher education and a healthier lifestyle through community strengthening, partnering, and student leadership.

Current EPCC students are eligible to utilize the food pantry. To receive food, students must fill out a food request form and food preference form. Furthermore, EPCC enrollment will be verified, and students are required to present their EPCC ID each time they utilize the food pantry.

Food is distributed weekly at the Valle Verde Campus Room C102 or C107. When you pick up your package you will be asked to sign the form verifying pick up. Food not picked up on the assigned distribution date will be returned to the Food Pantry Inventory.

For more information, call 831-2096/831-2077 or visit room C-102 at the Valle Verde Campus.
Tejano Ambassador Program

Tejano Ambassadors are students who assist EPCC with recruitment, retention and public relations. Tejano Ambassadors reach out both prospective and current students and make them aware of the programs and services available at EPCC. Tejano Ambassadors promote campus life activities and involvement. By being a Tejano Ambassador, you will have a unique opportunity to work with students, staff, and the community and be a positive role model to other students. For additional information contact us at 831-2096.

Veterans Resource Center

Director: Arvis C. Jones Rm. C107
Assistant Director: Tanya A. Rico Rm. S139
Veterans Resource Center: Valle Verde Campus, Rm. S139
Phone Number: 915-831-2398
Veterans Lounge: Transmountain Campus, Rm. 1215

The Veterans Resource Center (VRC) operates as a “one stop” service for students who are veterans, active duty, National Guard, retired, and reservists; the VRC also serves the spouses of veterans and the dependents of service-disabled veterans. The VRC serves to be an actively involved liaison between veterans and the college itself. The cordial and friendly staff are equipped with the knowledge and skills to assist Veterans with any inquiries or concerns that they may have concerning programs and services offered including educational benefits offered.

Services Offered:
- Application assistance for GI Bill, Hazelwood Act and College
- Veteran-related EPCC and community resource information
- Computers with internet access
- Telephones for local calls, fax machines, printers
- Microwave and refrigerator
- Quiet room
- Laptop and book lending program
- Comfortable seating
- Free coffee, water, and snacks
- Lunch socials
- Veterans New Student Orientations
- Veterans Day Activities

The VRC operates a Veterans Lounge located at the Transmountain campus that is available exclusively for student Veterans. Veterans can go there to engage in leisure or study in a quiet, safe and accepting environment.
Join any of the following clubs and organizations available to students currently enrolled at EPCC. For up-to-date club status or listing, call 831-3230.

**All About Anime** – The purpose of this club is to inform and provide basic knowledge and culture towards animation. Also, welcoming new people who are interested and would like to start getting into anime or the culture as well and expanding their knowledge even further, as well as establishing new friendships and connections.
Advisor: Hector Padilla, 831-2458

**Animal Rescue of Community College (ARCC)** – The purpose of this club is to promote, educate, and maintain an interest in the importance of animal welfare. To develop a spirit of collegiality among people interested in animal welfare here at EPCC.
Advisor: Barbara Williams, 831-3381

**Architecture Society** – The purpose of this club is to cultivate, promote and maintain interest in Architecture and its many disciplines. Educate the importance of Architecture and its effects on our lives. To develop a spirit of collegiality among persons interested in Architecture at EPCC.
Advisor: Emmanuel Moreno, 831-2060

**Art & Science** – The purpose of this club is to educate, promote, and highlight the correlation between science, music and other artistic fields. We will achieve our goal by sponsoring scientific seminars and symposia, concerts and other events that highlight the scientific and artistic connection.
Advisor: Dr. Maria Alvarez, 831-5074

**Art Student Society** – The purpose of this club is to further the cultural enrichment and education of its members and community through traveling, exhibitions, and visiting museums. The society contributes to EPCC Art Department, to aid and support the annual Spring Arts Festival. Also, this club works to form a community of art students who work for mutual support.
Advisor: Frank R. Rimback, 831-2462

**Association of Growth in Economics Club** – The purpose of this club is to create a symposium for economic discussion and thought related to local, state, national perspectives so that members can gain further insight into the field of economics and the application of principles and theories.
Advisor: Cynthia Gamez, 831-2478

**Automotive Society** – The purpose of this club is to cultivate, promote and maintain interest in automobiles and to educate the importance of cars in our daily lives. To help students develop professionally and learn about career options associated with automobiles.
Advisors: Daniel Davis, 831-2463 Arnoldo Canales, 831-3308

**Biology Club** – The purpose of this club is to stimulate individuals and campus interest in Biology, promote friendships and the exchange of idea among students. Moreover, our purpose is to educate EPCC community about biologically significant events and concerns.
Advisor: Paul Hotchkin, 831-2841, Gabriela Franco, 831-2617

**Canvas Dance** – The purpose of this club is to introduce and promote dance as an art form to the EPCC community. Its members shall render services to the school by participating and hosting various school and community events. To provide students/members an opportunity to express, create, and develop their artistic skills in the discipline of dance. To have the chance to perform and develop choreography, this will help hone student’s artistic expression, voice, and being able to speak to the community. To encourage participation and involvement in order to build a sense of unity and cooperation within our members.
Advisor: Sara Jackiewicz, 831-2309

**Cheer** – The purpose of this club is to teach students the importance of teamwork, commitment, positive reinforcement, respect and to bring a spirit to EPCC.
Advisor: Raul Hernandez, 831-5034
Chemistry Club – The purpose of this club is to provide students at EPCC the opportunity of serving their community. This implicates community service activities that will promote interest in science from young kids. Exposing kids to science at an early age could increase the number of people entering the STEM programs.
Advisor: Karina Castillo, 831-4003

College for Christ – The purpose of this club is to share God’s love with others, share and learn more about His word and teachings, and connect people to Christ and each other. The result of this will be respect, teamwork, punctuality, diligence, servant leadership, ethical codes, and most of all character. This will be achieved by using the following: worship, prayer, devotionals and service to others.
Advisor VV: Elizabeth Acosta, 831-2363

Computer Science – The purpose of this club is to maintain a student body in the area of computer science at EPCC and facilitate the transition to a four-year university.
Advisor: Dr. Christian Servin, 831-2064

Criminal Justice/Lambda Alpha Epsilon – The purpose of this club is to cultivate, promote and maintain interest in criminal justice and related areas. Promote professional, academic, and public awareness of criminal justice issues. Improve criminal justice through educational activities, encourage the establishment and expansion of higher education and professional training in criminal justice. Promote high standards of ethical conduct, professional training, and higher education within the criminal justice field. To inspire collegiately among future criminal justice workers so that they may work cooperatively in the field.
Advisor: Hector Zamora, 831-2065

Culinary – The purpose of this club is to increase the students’ knowledge of the culinary arts by fundraising and attending national convention and recognized competitions for pastry and culinary fields. Help students develop professionally and learn about many career options associated with culinary arts.
Advisor: Jesus Lugo, 831-1302

Dental Assistant – The purpose of this club is to cultivate, promote and sustain the art and science of dental assisting, to represent and safeguard the common interest of the members of the dental assisting professions and to contribute to the improvement of the public’s health.
Advisor: Lourdes Garduno, 831-4048

Dental Hygiene – The purpose of this club is to educate, promote, and maintain interest in meticulous proper self-oral hygiene within the community. Promote awareness of the Rio Grande Border Clinic for students to build and maintain a large client base throughout the community for x-rays, teeth cleaning, sealants, polishing and fluoride treatments. Help the dental hygiene students develop professionally and proficient within their careers. Develop a spirit of professional cutting edge awareness among persons interested in dental hygiene in EPCC and help everyone interested within the community learn and maintain proper oral hygiene in ways consistent with our professional teaching technology and development.
Advisor: Judy Mayfield, 831-4471

Diagnostic Medical Sonography (DMSO) – The purpose of this club is to educate our local community of the many benefits of Diagnostic Ultrasound, to promote preventive health care in the El Paso and surrounding communities, to help students develop professionally and learn many career options associated with Diagnostic Medical Sonography.
Advisor: Nora Balderas, 831-4108

EPCC Valle Verde Library Chess Club – The purpose of this club is to teach the game of chess, including game strategies, to develop skills and techniques. Provide an inviting space for students and promote student participation. Attend and/or hold tournament games and/or league play. Provide organized/competitive matches and unorganized/noncompetitive matches.
Advisor: Adrian Morales, 831-2063

EPCC AIAS – The purpose of this club is to promote excellence in architectural education, training and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture.
Advisor: Alejandro Mireles, 831-3210
EPCC Fashion Club – The purpose of this club is to gain interest and opportunities in the field of fashion to benefit our students, community, and future companies we work for. Our purpose is also to raise funds for the betterment, upkeep, and social activities and extensions of the club and the fashion technology program.
Advisor: Vanessa Ramirez, 831-5057

EPCC Geology Club – The purpose of this club is to promote and maintain interest in Geology and the environment and to educate in the importance of our environment. The effects people have and how to understand Geology and to develop a spirit of collegiality among persons in Geology and Earth Sciences here at EPCC. To help students develop professionally and learn about many career options associated with geological sciences and help within our community in ways consistent with our personal and professional growth and development.
Advisor: Robert Rohrbaugh, 831-7144

EPCC Math Club – The purpose of this club is to spread the joy of mathematics throughout EPCC campuses by promoting a social and intellectual environment to all students with an interest in mathematics; exposing students to interesting topics in mathematics; inviting guests to speak to club members; and educating members about possible career options involving mathematics.
Advisor: Shahri Daneshtalab, 831-2732

El Paso Comix (EPCX) – The purpose of this club is to gather a community of comic enthusiasts, and those curious about genre, in order to study and analyze comics in terms of literary, artistic, historical, political, religious, and media interpretation.
Advisor: Jennifer Montes, 831-5049

EPCC Astronomy – The purpose of this club is to provide training in the use of telescopes and share knowledge and experiences in astronomical events.
Advisor: Olienka P. De la O Fernandez, 831-2734

EPCC Film Club – The purpose of this club is to acquire more experience in media production, to build a strong portfolio for future academic goals, to promote media production in the community and our campus and prepare those interested by teaching them about production, schools, equipment and anything else needed for the accomplishment of their academic goals related to media production. The club means to produce media and compete in the several national and international competitions and, if successful, create fundraising activities to travel, representing our school, and our city with the purpose of catching the interests of producers in the media. To bring information and entertainment to our community by developing podcasts, news and information blogs within various platforms.
Advisor: Elvira Carrizal-Dukes, 831-2844

EPCC Social Work – The purpose of this club shall be to further the opportunities of the students in the social work program to network, make connections in the community, and do volunteer work that will aid not only the community college but the community.
Advisor: Brenda E. James, 831-2469

Health Information Management (HIM) Club – The purpose of this club is to educate, promote and encourage others to learn and/or enroll in the Health Information Management Program and to develop a spirit of collegiality among persons interested in the program. The club also helps students develop professionally and learn about many career options associated with health information.
Advisor: Jean Garrison, 831-4074

Music Society – The purpose of this club is to provide a way for EPCC students to network with other students, faculty, as well as other professionals and professional organizations. Provide a forum for students to receive training and insight in regards to the music industry. To provide students with opportunities to develop leadership skills and become active in their communities.
Advisor: Dr. Yasmin Flores, 831-2361

National Society of Collegiate Scholars – The purpose of this club is to recognize high achievement among first and second year students in all academic disciplines. To encourage high standards throughout the collegiate experience and provide opportunities for personal growth and leadership development for members. To provide scholarships, such as the Merit Award, Scholar Abroad, Scholar at Sea, and Graduate to member(s) who successfully apply for these awards. To organize, and encourage learning opportunities through community services and foster an overall appreciation for the value of the higher education experience. To continue to uphold the standards determined by the Association of College Honor Society as part of the organization’s membership.
Advisor: Debbie Santana, 831-2419
**Pasos** – The purpose of this club is to build a strong sense of community within EPCC to current and former Puente students as well as other interested students. The club will inform club members of academic, social, and community activities and will also foster ongoing development, personal, and educational growth by exposure to the transfer process, career workshops, guest speakers scholarship information, educational field trips, and cultural and university tours.
Advisor: Marco Ortigoza, 831-2034

**Philosophy Club** – The purpose of this club is to further expand the knowledge of the different philosophy fields, to promote logical thinking through facts and reasoning and to cultivate and promote open mindedness and wisdom within the community.
Advisor: Manuela A. Gomez, 831-2479

**Physical Therapy Assistant** – The profession of Physical Therapy is promoted and represented by this organization in a manner which is in alignment with the goals of the Texas Physical Therapy Association (TPTA). The Association endorses and maintains the common interest of the members of the physical therapy profession and contributes towards the improvement of the health of the public.
Advisor: Michele Biernacki, 831-4090

**Psychology** – The purpose of this club is to provide opportunities to become acquainted and involved with the larger field of psychology and provide a forum for developing one’s perspective about psychology and for building a sense of community and identity with others in the field. To provide greater opportunity for student interaction outside of the classroom, to benefit the campus and community through programs and services and to help students develop academically and professionally in addition to learning about the many career options associated with psychology.
Advisor: Ruben Franco, 831-3102

**Pulse Radio** – The purpose of this club is to promote excellence in broadcast radio and encourage students to excel in the field of mass communication.
Advisor: Alexandra Hinojosa, 831-2195

**Queer and Straight Alliance (QSA)** – The purpose of this club is to gather the gay, straight, bisexual, transgendered, questioning and supporting community at EPCC in order to promote awareness of and education on issues of diversity, sexual orientation, and its variations, especially as it applies to human beings in a higher education setting and in the community. Provide students with information and support regarding issues of sexual orientation that as a community we may face in society today. Provide support to students and peers by having group discussions and problem solving strategies. Educate members of any nationwide news and events that affect our community and unite for fellowship and support with other students of diverse sexual orientation.
Advisor: Crystal Robert, 831-2843

**Respiratory Care Technology** – The purpose of this club is to cultivate, promote and maintain interest in respiratory technology and develop a spirit of collegiality among persons interested in respiratory care here at EPCC. Help students develop professionally and learn about many career options associated with respiratory care. Help other people in our community in ways consistent with our personal and professional growth and development.
Advisor: Frederick Torres, 831-4422

**Sapphire Warriors** – The purpose of this club is to promote self-reliance to students with disabilities, and improve the lives of students with disabilities. To advocate for individuals with disabilities on campus and within the community by sharing our knowledge, resources, talents, and experiences in order to become effective communicators of each ones’ goals, visions, pursuits, and passions for the student who strives for excellence in every part of life.
Advisor: Matthew Smith, 831-2151

**Student Communication Association Network (SCAN)** – The purpose of this club is to provide a way for EPCC students to network with other students, faculty, as well as other professionals and professional organizations. Provide a forum for students to receive training and practice in regards to communication skills that are vital to professional marketability. Provide students with opportunities to develop leadership skills and become active leaders in their community.
Advisor: Marcia Clark, 831-3236
Sign Language Club – The purpose of this club is to encourage cooperation and communication between the D/deaf and H/hard of hearing students, faculty, staff, and administration within the framework of the college. To develop and promote Sign Language and interpreting skills for EPCC students and our diverse trilingual community.
Advisor: Jennifer Dahlgren-Richardson (915)444-7937 by text only

Student Nurses Association (SNA) – The purpose of this club is to assume the responsibility of contributing to nursing education in order to provide the highest quality of health care. Also, to aid in the development of the whole person, his/her responsibility for the health care of people in all walks of life and his/her professional role. The club works toward improving and promoting scholarships in the area of nursing and nursing education.
Advisor: Andrew E. Auckland, 831-4243

STEM Future – The purpose of this club is to promote and maintain interest in the engineering, science, math, and technology fields, to promote the importance of higher education in our community. To develop spirit of collegiality among persons interested in engineering, science, math and technology here at EPCC and help students develop professionally and learn many career options associated with engineering, science, math, and technology. To help people in our community in a manner that is consistent with our professional growth and development. Develop networking relationships that will serve our members in their future careers.
Advisor: Jesusita Ibarra, 831-2735

Teen Survivor – The purpose of this club is to raise awareness of the many difficult issues facing our pre-teens in our community. Conducting Survival Fairs through our local middle schools for children and their parents. To develop the spirit of “Teen Survivors” that celebrates our accomplishments as college students and what we can give back to the community and to apply our knowledge gained through coursework in a “real-life” setting.
Advisor: Claudia Cochran, 831-2253

Universoul Cypher (Hip Hop Club) – The purpose of this club is to increase the Hip Hop knowledge and skill of our members, as well as to educate fellow EPCC students, faculty and staff, and the surrounding community on the true essence of Hip Hop through the study of its history and culture.
Advisor: Roberto Santos, 831-2335

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**Instructional Services Center**

**Contacting instructors:**
The Instructional Services Center (ISC) serves as a message center for part-time faculty. Messages are placed in instructors’ mailbox. The ISC is equipped with voice mail; therefore, you may leave a message 24 hours a day.

**When calling, please have the following information ready:**
• Instructor’s name, course name, and number
• Your complete name, clear, and concise message
• Phone number where you may be reached

Full-time faculty may be contacted in their offices. If you need to verify an instructor’s phone number, call EPCC operator at 831-3722.
Campus Police offices are located at each campus. Officers enforce criminal laws, administrative policies, and traffic regulations. EPCCPD officers are trained in crime prevention and are available to make presentations on various awareness topics.

**Office Locations:**
- **Mission del Paso**
  - Rm. A114
  - 831-7155
- **Northwest**
  - Rm. M14
  - 831-8911
- **Rio Grande**
  - Queen Anne House
  - 831-4746
- **Transmountain**
  - Rm. 1070
  - 831-5040
- **Valle Verde**
  - Rm. C101
  - 831-2200
- **Non-Emergencies**
  - Rm. C101
  - 831-2898
- **Administrative Services**
  - Bldg. A, Rm. 108
  - 831-6633

**Campus Security Act:**
The EPCC Police publishes an Annual Security Report that compiles crime statistics, campuses safety, and prevention information, and resources for crime victims. The report is available upon request or online at [https://www.epcc.edu/Services/Police/Documents/AnnualSecurityReport.pdf](https://www.epcc.edu/Services/Police/Documents/AnnualSecurityReport.pdf)

**Firearm Regulations:**
EFFECTIVE August 1, 2017, any person who possesses a Concealed Handgun License (CHL) is allowed to carry his or her “CONCEALED” weapon in any area of the College not designated as a Gun Free Zone (excluding licensed law enforcement officers and certain retired peace officers as defined by Federal and State Law).

**Vehicle Registration:**
Students, faculty, and staff, who operate and park a vehicle(s) on campus are required to register their vehicle(s) and purchase a parking decal. The parking decal fee for the academic year (Sept. 1 through Aug. 31) is $40.00 per vehicle. Parking decal fee per semester (fall, spring, summer) is $30.00 per vehicle.
**Academic Computing Services**

Computers have become an essential part of the educational experience. EPCC offers online courses and provides student computer labs at each campus where you can work on assignments and access the World Wide Web. Contact the Academic Computing Services Lab at your campus for more information. Students must have a valid EPCC ID card to use the lab.

**Administrative Staff:**

Program Assistant:
Deborah E. Toynes  
Rm. C201  
831-2183

**Lab Staff:**

<table>
<thead>
<tr>
<th>Campus</th>
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<th>Phone Numbers</th>
</tr>
</thead>
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<td>Rm. B502</td>
<td>831-4150</td>
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<td>Rm. 1204</td>
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<td></td>
<td>Rm. B120</td>
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**Department of Athletics**

EPCC is member of the National Junior College Athletic Association (NJCAA) and the Western Junior College Athletic Conference (WJCAC). The Department of Athletics offers a variety of activities to help provide EPCC students with a more robust college experience. The department extends student-athletes the opportunity to participate in intercollegiate sports. For men, the following sports are available: Baseball, Cross Country, and Half Marathon. Also, for women, EPCC offers Fast-Pitch Softball, Cross Country, and Half Marathon. These activities are available at the Valle Verde Campus. Students who participate in Intercollegiate Athletics may be awarded an athletic scholarship based on availability and performance in their respective sports. For additional information, call the Athletics Department at 831-2269.
Students looking for an “academic challenge” should consider the Honors Program. The Honors Program provides an avenue for challenging academic opportunities and is open to all students enrolled in college level academic or technical/vocational credit courses. To qualify for the Honors Program, the student must meet one of the following criteria:

- Current EPCC students must have a minimum cumulative grade point average (GPA) of 3.25.
- Transfer students applying to the Honors Program should have a cumulative GPA of 3.25 from another accredited institution.
- New students may be admitted based on SAT or ACT scores.
- New students who have graduated in the top 15% of their high school class.
- New students who have submitted a high school transcript verifying the completion of a recommended advanced high school curriculum.

Interested students must apply to the Honors Program for acceptance purposes. To apply, students will click on the “Honors Program Application” link found under Forms in the Honors webpage: https://www.epcc.edu/Services/Honors. Once accepted into the Honors Program, the students who want to receive Honors credit for each course(s) must contract with an instructor(s) to establish the objectives the student must meet to be awarded the Honors credit.

Students receive a designation of “H” next to the course(s) in which the Honors credit was awarded on their transcript. Students in the program completing a minimum of 15 Honors credits can graduate with the academic distinction of “with College Honors” on their diploma.

Benefits of the Honors Program include designing individualized projects with your instructor(s), honors credit designation on your transcript, recognition at the annual Honors Program Convocation, transfer of honors credit to the University of Texas at El Paso (UTEP), and enhanced opportunities toward advanced study and Scholarships.

For more information, please check the EPCC website or call the Honors Program office at 831-2331 or at the Valle Verde Campus in room M109G.
The primary goal of EPCC childcare services is to help students complete their educational goals by assisting them by providing their children with quality childcare in a safe and consistent learning environment.

Current EPCC full and part-time students qualify for the childcare assistance. Care is provided for children from birth to 5 years of age at on/off campus child development centers. On-campus childcare centers are located at the Valle Verde and Transmountain campuses.

The Valle Verde child development center offers Pre-K classes and is recognized as a School Ready center. The YWCA also provides childcare at 13 child development centers throughout the city to assist students with their childcare needs. For more information, visit www.ywcaelpaso.org.

Other childcare assistance programs are available through Child Care Services (CCS) 533-7528. Students are responsible for a percentage of the childcare cost if and when approved through the EPCC Childcare Assistance Program. Infants fee begins at $115.00. One year and above are $110.00. Financial assistance may be available for current EPCC full and part-time students.

Students need to meet the following requirements: GPA of 2.5 or above, current EPCC student taking academic level (non-remedial) courses, a minimum of nine credits for the first semester, must be registered for EPCC courses for the semester childcare assistance is requested. Applications are available at the Day Care center.

Contact Information:
Early Learning Academy - Transmountain  831-5832
Child Development Center - Valle Verde  831-2123

Hours of Operation:
Monday – Friday  6:30am – 6:30pm
EPCC provides counseling services to assist you with career planning and selecting a program of academic study. Services include career exploration, assessment of aptitude and abilities, and assistance in professional development.

Our counselors also provide personal counseling to assist in self-development, provide support in adjusting to college life and referrals to community social services. Academic services include new student orientation, degree planning, international student counseling, and general academic advising and registration assistance. Counselors also conduct student success workshops on a variety of subjects to enhance personal growth and academic development. You can get information about services available to women, veterans, disabled students and International students by calling any EPCC counseling office.

Students who have met requirements of the Texas Success Initiative must see a counselor for advising before registration. It is a good idea to meet with an advisor each semester to verify previous courses completed and identify those remaining courses necessary for graduation.

Counselors will assist you in maintaining degree plans. If you need any information, stop by one of the Counseling Centers located at each of the five campuses.
### Counseling Services locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Phone</th>
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<td>C149</td>
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<td>M79</td>
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<td>D300</td>
<td>831-4636</td>
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<td>Transmountain</td>
<td>1050</td>
<td>831-5186</td>
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<tr>
<td>Valle Verde (SSC)</td>
<td>140</td>
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### Center for Students with Disabilities

EPCC recognizes that it is important that disabled students have equal access to the full range of educational opportunities. Optimum accessibility to all programs is given through the efforts of the college, community service agencies and the center. If you are a person with a disability, you may request accommodations through the Center for Students with Disabilities on each campus.

**Note:** Services include academic and personal counseling, registration assistance, tutoring, note taking/scribe, test-taking aid and interpreting support. Adaptive technology is also available. For more information, contact the center at any of the campuses.

### Center for Students with Disabilities Locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
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<td>Rio Grande</td>
<td>B201</td>
<td>831-4198</td>
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<td>Transmountain</td>
<td>1400</td>
<td>831-5808</td>
</tr>
<tr>
<td>Valle Verde</td>
<td>C112</td>
<td>831-2426</td>
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</table>
International Student Services

The International Student Services office serves the diverse needs of more than 300 international students beginning with the application process through transfer or graduation. We understand the Bureau of Citizenship and Immigration (BCIS) regulations can be difficult to comprehend, but we are here to help the international students stay in compliance with BCIS requirements while attending EPCC, which currently serves students from over 30 countries. You can visit the International Student Services office located at the Valle Verde campus.
For more information, call 831-2021.

International Student Counseling

The Counseling Center provides specialized counseling, orientation, management of immigration documents, academic advising, housing searches, liaison with sponsoring agencies and transfer services to four-year institutions. Students served by Counseling Center include those on student visas, exchange visitor visas, refugee visas, alien visas, new permanent resident and local passport holders.
For information, call 831-2031.

Career and Transfer Services

The Career and Transfer Services Department provides various resources and strategies to help you take the first step toward a great career. The Career and Transfer Services offers assistance with career planning/exploration, transfer information for making a successful career transition to four-year institutions, cooperative education program, job search skills, and other practical learning resources for lifelong career and employment management.
Services offered:  
**Career Planning/Exploration**  
- Self-Assessment  
- Career Exploration  
- Career Days  
- Scholarships  

**Job Placement & Cooperative Education Program**  
- Pre-Employment Skills  
- Resume Preparation  
- Job Listing & Referral  
- Student-Employer Contact  

**Transfer Services**  
- Transfer Seminar & Workshop  
- Texas Common Course Admission Application  
- Transfer Guides & Common Course Guides  
- Articulation Agreements  
- College Exploration Software  

Contact us today  
careerservices@epcc.edu  
https://www.epcc.edu/Services/careerservices  

Career and Transfer Services Location:  
Valle Verde SSC Room S16 831-2636  
Monday-Friday 7:30 a.m. – 5:30 p.m.  

**Libraries**  
EPCC libraries provide research materials and instruction for the college’s programs. Libraries are available to assist students with their research assignments and other reference questions. Each of the five EPCC campuses has a library.
Services Include:

- Research instruction classes
- Circulating Books
- Microsoft Office
- Internet
  - Access
  - Internet searching instruction
- Online periodical databases (most with remote access from home)
  - magazines
  - journals
  - newspapers
- Online public catalog
- E-books
- Audio, Video, DVD, and cassettes
- Equipment
  - copiers
  - adaptive hardware/software for students with disabilities

*Other campus-based services

Services vary by location. Please, call the nearest campus for more information.

Library Locations:

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<thead>
<tr>
<th>Location</th>
<th>Room</th>
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<td>1600</td>
<td>831-5092</td>
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<tr>
<td>Valle Verde</td>
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Writing Center Locations:

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<tr>
<td>Mission del Paso</td>
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</table>

Non-Traditional Classes

Online Courses:
Online education is an alternative for the busy adult who finds it difficult or impossible to attend college during regular hours. Online education is also a good option for those who have a disability, are homebound, or who might find classroom attendance unappealing.
Some of our online students have taken courses while in various places around the country while they are traveling. You can take a course from any computer as long as it has a connection to the Internet.

For more information, please call the Distance Education Office at 831-3111.

Monday – Friday, 8:00am – 5:00pm

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year colleges. The Omega Gamma Chapter at EPCC has achieved recognition as a “Five-Star Chapter,” which is the highest level of accomplishment that a chapter can reach.

Membership requirements include a 3.5 cumulative grade point average, enrolled for 12 credit hours, which count toward an associate’s degree, a completed membership application and payment of membership fees. Benefits of membership include: a gold embossed membership certificate, Golden Key lapel pin, transfer scholarship opportunities, qualification for the All-USA Academic Team and graduation recognition.

For additional information, please call:

Adriana Perez/Advisor, 831-4429

Student Support Services Program (SSSP)

The Student Support Services Program (SSSP) is federally funded through the U.S. Department of Education TRIO project.

The SSSP provides support services for first-generation, low-income and/or individuals with disabilities to help them remain in college make progress toward academic objectives, graduate with an associate’s degree and transfer to a four-year institution and acquire a Baccalaureate degree.

SSSP provides tutoring in NCBR 0109, ENGL 0309, MATH 0301, 0303, 0305, READ 0308, INRW 0311 and NCBM 0124, 0114 as well as college level and ESL courses. Texas Success Initiative preparation assistance is also provided. Study skills development workshops in time management, textbook skills, note-taking, and math anxiety are offered, as well as academic and personal advisement, peer advising, career planning, financial assistance, financial literacy, transfer advisement and techniques for personal growth and development.
For more information contact the SSSP office at any campus.

**Contact Information:**

<table>
<thead>
<tr>
<th>Campus</th>
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<th>Phone</th>
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<td>Valle Verde</td>
<td>Rm. A1401</td>
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</table>

**Cosmetology Program**

EPCC Cosmetology is a three semester program where students receive industry ready education in Hair, Skin and Nail services. After program completion, the students are eligible to take the licensing examination. Our students gain customer experiences in the salon area under the direct supervision of licensed instructors. We are located at 9050 Viscount Bldg. B. For appointments, please call 831-6565 or visit https://www.epcc.edu/academics/cosmetology for more details.

**Nail Technician**

This 600-hour program prepares individuals to join one of the fastest areas of growth in the cosmetology industry, nail care. This growth has created the need for properly trained and licensed nail technicians. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, nail disease and disorders, skin and nail care, and work ethics. The curriculum meets Texas Department of Licensing and Regulations guidelines for Cosmetology. Classes are offered in English and Spanish.

For more information, please call 831-6547 or 831-4421.

**Student Financial Aid**

Financial Aid programs are designed to assist those students who have difficulty meeting the cost of attending EPCC. To accomplish this, the college has developed a strong financial aid program that offers many grants, scholarships, and campus employment opportunities to those students eligible for assistance to finance their educational goals.

Awards from financial aid programs funded by federal, state and local sources are administered according to the laws and guidelines governing these programs. Priority is given to students with the greatest documented need whose complete applications are received by March 15th priority date.

To apply for grants and work programs, students need to submit the FAFSA to the Department of Education. This application is available at www.fafsa.ed.gov (EPCC’s federal school code is 010387).
Financial Aid Programs Available at EPCC Include:

- Texas Public Educational Grant
- Federal College Work Study
- Tuition Emergency
- EPCC Scholarships
- Federal Pell Grant
- Loan Grant

Applications and additional information on scholarships at EPCC can be found at [www.epcc.edu/admissions/financialaid/scholarships](http://www.epcc.edu/admissions/financialaid/scholarships).

Retention Action Program (RAP)

If you are classified as an academically disadvantaged student, the Retention Action Program (RAP) can provide you with services to help you successfully complete a Career Technical Education Program certificate or associate degree program.

RAP has four basic functions: tutoring (one-to-one) in the content area, identifying and encouraging the Learning-to-Learn Method of Inquiry to promote student success, providing computer-assisted instructions and cooperative learning which includes group learning and oral language development.

Talk to an academic counselor about these services.

Mission del Paso  
Rm. E108  
831-7140
Northwest  
Rm. M68D  
831-8904
Rio Grande  
Rm. A250/E120  
831-4121/4620
Transmountain  
Rm. LRC 1606  
831-5046
Valle Verde  
Rm. A1401  
831-2601

Texas Success Initiative

All students will be required to complete assessments to determine their readiness for college credit courses. EPCC students will be assessed using ACCUPLACER Computerized Test which includes: Reading, Writing (with essay) and Math.

Testing Services

Testing Services provides a wide variety of services to support students, faculty and community members. These services include new student assessment in reading, writing (with essay) and math skills, placement testing for ESOL credit courses; High School Equivalency testing, make-up and re-test for credit courses; and testing for online courses. For those interested in earning college credit by examination, we administer a variety of institutional proficiency examinations. The Proficiency Exams offer you an opportunity to earn college credit by demonstrating your mastery of prior knowledge by successful completion of approved tests. A current proficiency exam list is available on the Testing Services website.
CLEP and DSST (DANTES) standardized exams. We are also a testing site for a variety of state and national certification programs to support the many degree plans offered at EPCC.

To make your test-taking experience easier, plan ahead. Don’t wait until the deadline to come in. Find out in advance where the testing center is located and the current operational hours. A photo ID must be presented prior to taking any test at the testing centers.

For additional Testing Services information, Please visit our web page at: www.epcc.edu/services/testingservices or call one of our offices located district wide.

**Testing Services Contacts:**

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<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission del Paso</td>
<td>831-7014/7038</td>
</tr>
<tr>
<td>Northwest</td>
<td>831-8912/8870</td>
</tr>
<tr>
<td>Rio Grande</td>
<td>831-4128/4050</td>
</tr>
<tr>
<td>Transmountain</td>
<td>831-5181/5093</td>
</tr>
<tr>
<td>Valle Verde</td>
<td></td>
</tr>
<tr>
<td>• Administrative Offices</td>
<td>831-2223/2305</td>
</tr>
<tr>
<td>• Assessment</td>
<td>831-3221/2044</td>
</tr>
<tr>
<td>• Instructional Testing</td>
<td>831-2306/2256</td>
</tr>
<tr>
<td>• HSE/GED Testing</td>
<td>831-7815/7873</td>
</tr>
</tbody>
</table>

**Veteran’s Affairs**

The mission of the VA office is to assist you in applying for and receiving Department of Veterans Affairs (DVA) Educational benefits. Our role is that of liaison between the veteran student and the DVA. We prepare required paperwork so you may receive your benefits and we mentor your enrollment for compliance with DVA regulations. We have two locations to serve you. Please call to speak to a VA advisor to discuss your DVA Educational benefits.
Veterans Affairs Contacts:

<p>| | | |</p>
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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Transmountain</td>
<td>Rm. 1061</td>
<td>831-5142</td>
</tr>
<tr>
<td>Valle Verde</td>
<td>Enrollment Services Center</td>
<td>831-2242</td>
</tr>
</tbody>
</table>

Tutorial Support Services

The Tutorial Support Services provide free instructional assistance through one-on-one and small group tutoring. The focus is on helping students develop skills in reading, writing, and math. Tutorial Support Services does not guarantee higher grades, but many students do attribute the improvement in their skills to the work they do at Tutorial Support Services. We assist students on a first-come, first-serve basis. During busy times, students may have to wait for a tutor. Therefore, it is a good idea to bring some homework.

The Writing Center:

The tutors at the Writing Center are committed to assisting you with any stage of the writing process. Specifically, they will help you learn how to:

- understand your writing assignment
- formulate questions
- brainstorm and develop ideas
- organize your thoughts
- overcome writer's block
- avoid plagiarism
- use resources such as dictionaries and handbooks
- access online resources
- proofread for errors
- revise your drafts
- format an essay
- cite sources

The Writing Center has an office on each campus. Please, call your nearest office for scheduled hours.
The Math Center:
The Math Center provides tutoring for students in all levels of math, ranging from basic skills math to calculus. Whenever possible, the Math Center will also tutor students in math-related courses such as physics or chemistry. The tutors will help students work through a problem and show them how to solve it, so they can be independent math students. The Math Center is located at Valle Verde in room A-1419.

In addition to regular tutoring the Math Center and the Writing Center tutors provide post-test GED classes.

**Fall/Spring Semester Office Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00am – 7:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am – 3:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00am – 2:00pm</td>
</tr>
<tr>
<td>Sunday</td>
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**Summer Office hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00am – 5:00pm</td>
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<tr>
<td>Friday</td>
<td>8:00am – 3:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

There is no need for students to make an appointment. For more information, call Tutorial Support Services at 831-2144 or visit our website MyEPCC: https://my.epcc.edu/sites/Resources/StudentSuccess
Important Dates to Remember:

<table>
<thead>
<tr>
<th>Last Day to:</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for advance payment for VA benefits</td>
<td>7/18/19</td>
<td>12/10/19</td>
</tr>
<tr>
<td>Pay for web registration</td>
<td>8/9/19</td>
<td>1/10/20</td>
</tr>
<tr>
<td>*Pay for late registration</td>
<td>8/12/19 - 8/23/19</td>
<td>1/13/20 - 1/17/20</td>
</tr>
<tr>
<td>Submit notice of intent of absence for observation of religious Holy day</td>
<td>8/30/19</td>
<td>1/25/20</td>
</tr>
<tr>
<td>Last day to DROP with “W”</td>
<td>11/15/19</td>
<td>4/11/20</td>
</tr>
</tbody>
</table>

*Payment deadline is 5:30pm on day of registration

Registration Dates

<table>
<thead>
<tr>
<th>Semester/Session</th>
<th>Regular</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>10/1/19 to 1/10/20</td>
<td>1/13/20 to 1/17/20</td>
</tr>
</tbody>
</table>

Sexual Harassment: Definition and Prevention

What is Sexual Harassment?

Sexual harassment is an illegal form of discrimination under Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972.

Pursuant to Board Policy 3.01.09, and in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, it is the policy of the El Paso Community College that sexual harassment of employees and students at the College is unacceptable conduct and will
not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition.

Sexual harassment of employees and students of El Paso Community College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or grade;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or grade decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creating an intimidating, hostile, or offensive work or educational environment.

**Effects of Sexual Harassment**

Sexual harassment may make a person feel angry, afraid, embarrassed, degraded, and/or intimidated. In some cases, it may result in serious or long-lasting problems (physical illness, withdrawal from social or public activities, drug or alcohol abuse, or difficulty with relationships). Students may also be discouraged from entering fields that have traditionally been gender based.

**How to Recognize Sexual Harassment**

It is easy to make a determination about sexual harassment when threats or rewards are involved. But there are other forms that include:

1. Touching, holding, grabbing, hugging, kissing, “accidental” collisions, other unwanted physical contact, physical assault and rape;
2. Offensive jokes and language, threats, comments or suggestions of a sexual nature; and/or
3. Nonverbal actions such as staring at a person’s body, leaning over someone, offensive gestures or motions, circulating letters or pictures/cartoons, and other sexually oriented behavior.

If you are ever unsure, ask yourself: Would I want my spouse, child, sister, or parent to have to see or listen to something like this?
Consenting Relationships
While not prohibited, consensual sexual relationships between supervisors and subordinate employees cause special concerns with respect to the existence or appearance of exploitation, abuse of position, or favoritism. In such cases, apparent mutual consent does not preclude initiation of a sexual harassment complaint or a finding of sexual harassment.

Rights & Responsibilities
1. Employees and students have the right to an environment free from sexual harassment;
2. Each employee and student has a responsibility not to engage in behaviors that constitute sexual harassment;
3. If an employee or student feels that he/she is being harassed, that employee or student has the right and the responsibility to either communicate this directly to the harasser or to a supervisor; and
4. Supervisors have a responsibility for preventing sexual harassment and for taking prompt effective action if the supervisor knows or should have reason to know of the harassment.

Prevention
1. Recognize your role as a member of the College in taking action to prevent sexual harassment.
2. Make a personal commitment to foster a harassment free environment.
3. Examine your own behavior.
4. Develop greater awareness of cues in the environment which may suggest a need for preventative measure.
5. Identify behaviors which require preventative action.
6. Remind others of the College’s policy and commitment to preventing and stopping sexual harassment.

What you can do
1. Respond to the problem. Tell the person you find his/her actions offensive.
2. Keep a written record of the times, places, and specifics of each incident, including the names of others who may have witnessed the incident.
3. Report the harassment to an individual in a position of authority.
4. Assist victims in making their feelings known.
5. Follow College policies and procedures.
6. Encourage the reporting of sexual harassment.
Complaint Procedures
Students who feel that they have been sexually harassed and wish further information or assistance in filing a complaint should call the Vice President of Student and Enrollment Services at 831-2229 or any Administrator, such as a department director, Instructional Dean, or an El Paso Community College instructor or counselor.

College Procedures outline the specific process to address complaints of discrimination against college employees, students, or applicants.

The College, however, reserves the right to administratively review such complaints, and to waive the standard complaint procedure and take immediate and appropriate corrective action as deemed necessary.

Student Code of Conduct

The policies and procedures on the college website are the most current and override all other proceeding documents.

Preface
The Board of Trustees of the El Paso County Community College District is authorized to establish a system of disciplinary procedures, rights and responsibilities for students of the El Paso Community College. This includes procedures, for students concerning their actions on College property or College-sponsored activities. The Board of Trustees recognizes that students have the right to know the circumstances and manner in which this disciplinary action will be exercised and advises students through this publication of rules governing student conduct.
I. Student Rights

A. Generally – All students of the El Paso Community College are entitled to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state. Each student is obligated to respect the rights of others. Such environment will enhance the educational purpose for which the College exists and the educational programs designed to achieve that purpose.

B. Equal Education Opportunity – No student or prospective student of the College shall be discriminated against because of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity. Students who feel aggrieved on the basis of race, gender, color, national origin, disability, creed, or age may file a written grievance with the Associate Vice President of Employee Relations.

C. Academic Related Grievances – Academic-related grievances should be submitted in writing beginning with the faculty member and then to the Instructional Dean/Director. Appeals may then be directed to the appropriate Vice President.

D. Student Grade Appeals – The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A grade can be formally appealed only when there is demonstrable evidence that discriminatory, arbitrary, or capricious action on the part of the instructor has influenced the grade.

The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the appropriate Instructional Dean/Director.

The processing of formal grade appeals is the responsibility of the Instructional Dean/Director which administers the course. The decision on a grade appeal is the responsibility of the appropriate Vice-President that is responsible for the course: Vice President of Instruction or Vice President of Workforce Development, Lifelong Learning and Technical Education (hereafter referred to as “Vice President”).

Student Grade Appeal Process – To appropriately address the grade appeal, the following process will be followed.

Step 1. A student who believes that the grade received is incorrect should first discuss the grade with his/her instructor. The instructor and student should make every effort to resolve the issue.
Step 2. The student who is not satisfied with the outcome of the discussions with the instructor may contact the Instructional Dean/Director who is responsible for the course. This contact, like the discussion with the instructor, is informal. The Instructional Dean/Director may take what action is deemed necessary to resolve the issue at this level.

Step 3. If the student is not satisfied with the decision rendered by the Instructional Dean/Director, he/she may make a formal grade appeal to the office of the appropriate Vice President of the division administering the course. This appeal must be filed with the office of the Vice President using the Grade Appeal Petition Form. The student has 45 days from the end of the semester, term, or quarter, in which the action occurred, to present his/her appeal. The appeal must include supporting information. After the appeal is filed, a copy will be sent to the student, the instructor, and the Instructional Dean/Director.

Step 4. The appropriate Vice President will request written information about the case from the instructor involved and will present the grade appeal and this information to the campus Grade Appeals Committee, the student, the instructor, and the Instructional Dean.

Step 5. The Grade Appeals Committee will examine the evidence and conduct the necessary hearings and meetings to make a recommendation in the case. It is not necessary for the parties to appear unless requested by the Grade Appeals Committee. Parties have the right to appear if they wish to do so.

Step 6. The Grade Appeals Committee will give the appropriate Vice President a written recommendation as follows:

   a. Whether or not the grade should be changed. If so, what should the final grade be.

   b. Make other recommendations that it deems advisable in the disposition of each specific case.

   c. Committee members who voted in favor of the Committee's decision must sign recommendation. The dissenting members may also sign and state the reason for their dissenting vote.

Step 7. Taking into account the recommendation(s) of the Grade Appeals Committee, the appropriate Vice President over the division administering the course will make a final decision on the grade appeal and send it in writing to the student, the instructor, the
Step 8. Either the student or the instructor may appeal the Vice President’s decision to the President. The President’s review shall be limited to whether the review procedures described herein were properly observed.

Step 9. A District Grade Appeals Committee consisting of a voting faculty chairperson, two other faculty members, and two voting students will be appointed by the appropriate Vice President to consider all grade appeals occurring during the academic year.

a. Any member of the committee who believes that the professional or personal relationship with either party in a grade dispute would create a hindrance to objective judgment, or a conflict of interest must be disqualified and a replacement for that party will be chosen by the appropriate Vice President.

b. The appropriate Vice President or a designee may attend meetings of the appeals committee. The appropriate Vice President may request presentation of evidence, but must not be present during the committee’s deliberation on its final recommendation.

E. Student Program and Student Activity Related Grievances – Student-related grievances should be submitted in writing to the Vice President of Student and Enrollment Services. Appeals may be directed to the Vice President of Student and Enrollment Services for final disposition.

F. Appeals of Non-Academic Student Grievances

Non-Academic Student Grievance Process – To resolve issues and actions of a non-academic nature, the following process will be followed:

Step 1. The student will seek resolution of the action by contacting the supervisor of the department that initiated the action. Initial contact may be verbal or written. The supervisor has ten (10) working days from the date of initial contact to respond to the student’s request/inquiry. If resolution is not reached, the student has ten (10) working days in which to appeal and proceed to the next step.

Step 2. The student will submit in writing to the administrator (Instructional Dean/Director) in charge of the division/department that initiated the action in question. The administrator has ten (10) working days from
receipt of the request/inquiry in which to respond. If resolution is not reached, the student has ten (10) working days in which to proceed to the next step.

Step 3. The student’s request/inquiry with comments and back-up documentation from the appropriate administrator, as outlined in Step 2, will be forwarded to the appropriate administrator’s direct supervisor (Associate Vice President or Vice President). The administrator has ten (10) working days from receipt of the petition in which to respond. If resolution is not reached, the student has ten (10) working days in which to proceed as follows:

a. If the administrator’s direct supervisor is an Associate Vice President, proceed to Step 4.

b. If the administrator’s direct supervisor is a Vice President, proceed to the President.

Step 4. The Student’s request/inquiry with comments and back-up documentation from the Associate Vice President will be forwarded to the appropriate Vice President. The Vice President will respond within (10) working days from receipt of the request/inquiry.

Step 5. The student may appeal the Vice President’s decision to the President.

G. Intellectual Property Rights – Students shall retain their intellectual property rights on projects produced as a result of their individual initiative with incidental use of College facilities and resources. If the student is working on a project initiated and funded by El Paso Community College, ownership resides with the College.

II. Student Responsibility

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Types of Prohibited Behaviors: the following types of behaviors shall be prohibited:

1. Harassment of students or employees on the basis of race, gender, color, national origin, disability, creed, or age.
2. Stalking of students or employees.
4. Possession, consumption, distribution, and sale of intoxicating beverages and controlled substances as defined by the state to include, but not limited to, illegal drugs, narcotics, and hallucinatory drugs.

5. Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board policies. Academic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:

a. Copying from another student's test paper.

b. Using test materials not authorized by the person administering the test.

c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.

d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.

e. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.

f. Substituting for another student or permitting another student to substitute for one’s self to take a test.

g. Bribing another person to obtain an un-administered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

6. A student who owes a debt to the District or who writes an “insufficient funds” check to the District may be denied admission or readmission until the debt is paid or the check is redeemed. In case of an “insufficient funds” check for registration fees, a student’s registration may be canceled.

7. Violations of the penal Statutes of Texas or of the United States occurring on district property, or in connection with District-sponsored activities constitute violations of the District’s rules and regulations when such violations interfere with the educational process and goals of the District.

8. Possession or use of firearms on District-controlled property except for educational purposes that have the prior approval of the President.

9. Interference with teaching, research, administration, or the District’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”

10. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

11. Hazing with or without the consent of a student; a violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
12. Initiations by organizations must include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline as set out in Types of Penalties.

13. Endangering the health or safety of members of the district, community, or visitors to the campus.

14. Damaging or destroying District property.

15. Violation of posted motor vehicle speed limits.

16. Violation of traffic regulations (Texas Motor Vehicle Laws: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by EPCCCD).

Student Code of Conduct – To provide guidelines for appropriate student behavior and conduct while attending El Paso Community College.

PROCEDURE:

I. Appropriate student behavior

All students shall demonstrate academic integrity, observe standards of conduct appropriate for the College’s function as an educational institution, obey the law, comply with EPCC policies and procedures, follow class rules, and comply with directives issued by an administrative official in the course of his or her authorized duties.

II. Acts that constitute misconduct

The following behaviors are examples of actions or activities that violate the El Paso Community College Student Code of Conduct with respect to Acts of Misconduct. This list is not meant to be all inclusive, but rather to serve as an aid in determining appropriate behavior. Examples of Acts of Misconduct include, but are not limited to, the following:

A. Academic dishonesty

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include, but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

1. Students may not cheat

Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam.
Students may not present the same work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.

2. Students may not plagiarize

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. Students may not fabricate

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

4. Collusion is prohibited

Collusion is defined as: Students providing, seeking or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

B. Offenses Against Persons

1. Violations of the penal statutes of the State of Texas or of the United States occurring on District property or in connection with District-sponsored activities constitute violations of the District's rules and regulations when, such violations interfere with the educational process and goals of the District.

2. Possession or use of firearms on District-controlled property except as stated in College Procedure 5.01.07.10.
3. Threatening or causing physical harm or abuse to one’s self or another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person’s will, and holding or transporting an individual against the individual’s will.

4. Verbal Abuse in the form of “fighting words,” abusive messages either written, verbal or by email, or words directed at an individual, which tend to incite an immediate breach of peace.

5. Harassing conduct of any kind including acts based on race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

6. Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.

7. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. “Weapons” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of three or more inches, black-jacks, metal knuckles, nunchaku, fireworks, explosives and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this code if used as a weapon. The use of mace or tear gas will not be a violation of this code if used solely for self-defense.

8. Bullying, that is, severe or repeated use by one or more individuals of written, verbal or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/or may disrupt the campus environment.

9. Gambling, this includes bookmaking, pool setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.
10. Unauthorized or illegal possession, use, distribution, sale or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, intoxicating beverage or any other illegal drug(s) not prescribed by a physician on campus or while on a College-sponsored event or trip is a violation of this code.

11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."

12. Hazing with or without the consent of a student. A violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.

13. Endangering the health or safety of members of the District, community or visitors to the College's facilities.

14. Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this Code. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward satisfaction of academic credit or continuing education course/program-based requirements or related activities.

C. Property offenses

1. Violation of traffic regulations: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by the El Paso County Community College District.

2. Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College’s public, or private, property, including library materials, computer equipment, software, vending machines and vehicles.

3. Destroying or vandalizing property, or intending to destroy or vandalize property, including but not limited to, EPCC owned or leased property, fire alarms, extinguishers, and other safety devices.

4. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of EPCC owned or leased buildings, facilities or their roofs.
5. Unauthorized or inappropriate use of EPCC property or the property of others.

6. Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, long distance caller identity codes, or other security mechanisms.

7. Theft or unauthorized possession of property or services.

8. Embezzling, defrauding, or using false pretenses to procure money, property, or services.

9. Knowingly purchasing or possessing stolen or embezzled property, money, or services.

10. Any willful or malicious burning of any property of another.

D. Public/college order offenses

1. Creating a fire, safety, or health hazard.

2. Falsely reporting a fire or other emergency situation by actions such as activating a fire alarm or pre-alarm cover when there is no reasonably perceived emergency.

3. Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of EPCC officials, their authorized agents, EPCC or local police agencies acting in the performance and scope of their duties.

4. Having an animal on campus, except as permitted by EPCC policies and procedures.

5. Littering.

6. Causing any object to be ejected from windows, roofs, or balconies of EPCC owned or leased buildings.

7. Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into an EPCC record or to be presented at an EPCC proceeding or to an EPCC official.
8. Possessing, providing, distributing, selling, or manufacturing any form of false EPCC, federal, or state-issued identification.


10. Elimination of bodily fluids or waste, such as urine or feces in places or receptacles not designed for receipt of such substances.

11. Indecent exposure, including but not limited to “flashing.” Indecent exposure is defined as, revealing one's genitals under circumstances likely to offend or shock others or in a public place.

12. Tampering with or misuse of any fire safety equipment, such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.

13. Failure to evacuate any building during a fire alarm.

E. Misuse of computing resources and technology

Unauthorized access or entry into a computer, computer system, networks, software, or data.

1. Unauthorized alteration of computer equipment, software, network, or data.

2. Unauthorized copying or distribution of computer software or data.

3. Use of computing facilities and resources that interferes with the work of another student, faculty member, or College official.

4. Viewing, downloading, or printing pornographic materials, photographs or video are strictly prohibited on College premises.

5. Use of computing facilities and resources to send obscene or defamatory messages.

6. Unauthorized accessing of College telephones to change a voice mail greeting.

7. Sending an email or text message using an email address or phone number belonging to another person with the intent to cause a recipient to reasonably believe that the other person sent or authorized the communication.
8. Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; or use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

III. Emergency suspension

If a student's actions pose an immediate danger to any member of the EPCC community, the appropriate Vice President or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances, that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option. If the student elects this option, the appropriate Vice President shall notify the student concerned by certified letter or personal delivery of the date, time and place of the hearing, which shall take place no fewer than ten class days after the date of notification.

IV. Disciplinary sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.

2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.

4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.

5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.

6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.

7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.

8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.

9. Counseling referral to pursue assistance in helping the student understand why his/her behavior is inappropriate and to obtain the skills necessary to avoid repeated offenses.

10. Failing grade for a test, assignment, or course.

11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.

12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.

13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.


These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.
V. Records

A. Records of disciplinary actions

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.

2. Disciplinary records will be filed in the student’s or student organization’s disciplinary file in the office of the appropriate Vice President. The file will consist of the following: a statement of charges, summary of the information presented at the disciplinary hearing as outlined in College Procedure 7.05.01.10, findings and sanctions of the hearing body, records of appeals and rationale for the decisions.

3. Student disciplinary records are normally maintained in the office of the appropriate Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure 7.05.01.10, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.

4. If a student is suspended or expelled, a notation will be made on the student’s academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.

5. Individual student disciplinary records are confidential; nothing from them appears on a student’s academic transcript.

B. Request to review a disciplinary record

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her
academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other college records

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College Catalog contains more information related to student records and other confidential information.

D. Obtaining a copy of your student records

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.

YOUR PRIVACY RIGHTS

Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College gives notice that the following types of directory information will be released to the general public without the written consent of the student:

- Student name
- Student address
- Telephone listing
- Dates of attendance
- Major field of study and awards, degrees received
- Most recent previous institution attended
- Date of birth

If a student does not wish to have this directory information released, he/she must submit a written request to the Registrar's Office. Once such a written request has been made, it will remain in place until the student authorizes its removal in writing.