

NUMBER: 609

SUBJECT: STUDENT RIGHTS AND RESPONSIBILITIES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 17, 2019

PAGE 1 OF 3

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**609.1 – POLICY**

The training environment at Bridgerland Technical College (BTECH) is in an ideal atmosphere where respect for all individuals exists. The College has established fair and equitable student standards and conduct to assist students in achieving employment readiness. Students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning.

**609.2 – STUDENT STANDARDS & CONDUCT**

The College attempts to simulate, as closely as possible, on-the-job working conditions in preparation for the placement of students. Students not complying with such conditions may be disciplined or suspended for the following reasons:

- a) Not meeting the satisfactory progress requirements.
- b) Failure to pay fees or take responsibility for making arrangements for payment.
- c) Not maintaining academic ethics and honesty, including but not limited to: cheating; plagiarism; giving, selling, or receiving unauthorized course or test information; and infringing on copyright laws.
- d) Excessive “tardies.”
- e) Annoying “clowning around,” or otherwise disturbing other students or the instructor.
- f) Refusal to purchase or use required training resources (books, supplies, safety equipment, etc.) Students who need assistance with funding should visit with their department head and financial aid.
- g) Lack of cooperation.
- h) Rude, discourteous behavior including, but not limited to excessive or abusive profanity.
- i) Horseplay in class. Horseplay around machinery will not be tolerated. Students will be removed from class immediately.
- j) Gross untidiness or neglect of personal hygiene.
- k) Dress not conforming to industry standards for safety and appearance.
- l) Physical harm to others or threat of physical harm to others and dangerous or abusive usage of tools and materials.
- m) Destruction of school property.
- n) Theft of property belonging to the school or others.
- o) Use of, possession of, or trafficking of controlled substances or drug related paraphernalia (illegal drugs) in class or on the premises.
- p) Possessing, using, selling, or attempting to sell any firearm, facsimile of a firearm, knife, explosive or firework device, chemical weapons, flammable materials, martial arts weapons, or other instruments including those which can eject anything, or any other dangerous object which, when used as a weapon, can inflict bodily harm on or around school property or at school activities or functions.
- q) Frequent or fragrant willful disobedience of proper and legal authority by word or action.

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PAGE 2 OF 3

---

- r) Not complying with the Sexual Harassment Policy.
- s) Failure to adhere to the Acceptable Use Policy (i.e., inappropriate computer use).
- t) Failure to stay current on payment plans and/or course payments.
- u) Failure to pay debts owed to the College including, but not limited to: tuition, fees, collections costs, and attorney fees for which they are liable.
- v) Falsification of the time clock.

**609.2.1 – CHILDREN**

The College values students and the role family plays in the students' support systems. In addition, it is the College's responsibility to create an environment conducive to study and work for all students, faculty, staff, and visitors. Minor children may be disruptive to the learning environment, and due to the industrial nature of educational experiences may be subject to safety risks. Consequently, the College does not allow minor children who are not enrolled in coursework or participating in organized instructional activities to be present in classrooms, laboratories, or at work-based activities where training occurs.

**609.2.2 – SERVICE ANIMALS**

Service animals provide invaluable assistance to their handlers and are used to assist in performing tasks for the benefit of the disabled (such as guide dogs or signal dogs). Service animals are welcome on campus. Individuals who require the use of a service animal should make a request for accommodation with the ADA Coordinator.

When it is not obvious what service an animal provides, only limited ADA approved inquiries are allowed. Staff may ask two questions: 1) is the dog a service animal required because of a disability, and 2) what work or task has the dog been trained to perform.

If a service animal is restricted from certain areas (i.e., food service areas), the ADA Coordinator will assist in evaluating reasonable accommodations for the owner. Service animals must be supervised directly and controlled by a harness, leash, or tether unless these devices interfere with the animal's work or if an individual's disability prevents the use of these devices. In this case, control must be maintained by voice, signal, or other effective means. If a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be prohibited from the College.

Advice for how to have a positive interface with a service animal at the College can be obtained from the ADA Coordinator.

**609.2.3 – PETS, EMOTIONAL SUPPORT, COMPANION, OR THERAPEUTIC ANIMALS**

Pets and support animals may pose health and safety risks to students, faculty, and staff as well as being disruptive to the learning environment. Personal pets are not permitted at the College except when receiving services from students in programs that train veterinary assisting/technologist professionals. Emotional support, companion or therapeutic animals may be allowed with permission from a Campus Review Committee and documented in the student's permanent file. If a particular animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal will be prohibited from the College.

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PAGE 3 OF 3

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**609.3 – PROCEDURES**

The College encourages direct conflict resolution between faculty and students whenever concerns arise. Students who violate policy may face disciplinary action including, but not limited to, warnings, probation, suspension, or dismissal by a responsible employee or campus security authority. Depending on the violation, criminal penalties may be pursued through local and/or state authorities. Students have the right to appeal disciplinary decisions through the Student Grievance Policy 600.608. Violation(s) of the Student Standards and Conduct should be reported to College instructor(s), department head, or administrative personnel.