



Texas Southmost College

TRADITION • INNOVATION • OPPORTUNITY

2013-2014 Catalog

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TSC 2013-2014 CATALOG

Accreditation

The University of Texas at Brownsville/Texas Southmost College partnership is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, associate, baccalaureate, masters, and doctorate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at Brownsville/Texas Southmost College.

Contact Information

Texas Southmost College
80 Fort Brown, Brownsville, Texas 78520
(956) 295-3600
www.tsc.edu

Statement of Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas Southmost College on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability.

Statement on Alcoholic Beverages, Tobacco and other Substances

Texas Southmost College forbids the manufacture, possession, sale, use, or distribution of illegal drugs and alcoholic beverages on campus and at College sponsored events, whether they occur on or off campus. Students who are found in violation will face disciplinary action, up to and including dismissal from the College. Alcohol may be permitted at certain College-sponsored events with appropriate approval from College administration.

Statement on Firearms

In accordance with the Texas Penal Code, Section 46.03, no person may carry a firearm (1) on the physical premises of Texas Southmost College, (2) on any grounds or building on which an activity sponsored by Texas Southmost College is being conducted, (3) in a passenger transportation vehicle of Texas Southmost College; unless pursuant to written regulations or written authorization of the institution. Individuals found in violation will face appropriate law enforcement action/penalty as well as disciplinary action by Texas Southmost College.

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal Practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at Texas Southmost College will not be tolerated and individuals engaging in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal from the College. This policy shall be applied without regard to the gender of the employee involved.

Smoke and Tobacco Free Environment

Texas Southmost College, including all its facilities and grounds, is a smoke and tobacco free environment. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of Texas Southmost College and on all property that is owned, leased, rented, or otherwise under the control of Texas Southmost College. Law enforcement officers will issue a citation to those in violation of the policy and repeated violations may result in appropriate disciplinary action by Texas Southmost College.

Gainful Employment

Federal Title IV regulations require all institutions of higher education to disclose completion and cost information about non-degree programs leading to gainful employment in a recognized occupation. Information about gainful employment programs is available at <http://tsc.edu/index.php/academics/degrees-and-certificates.html>.

Disclaimer

This catalog contains policies, regulations, procedures, and general course content effective at the time of publication. Texas Southmost College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Changes will become effective whenever enacted by the Texas Southmost College administration and will apply to both prospective students and those already enrolled.

This catalog and the student handbook are the primary sources available to students outlining the responsibilities of the college and student, and each student is responsible for knowing the rules, regulations, requirements, and academic policies of Texas Southmost College. Both publications are available on the Texas Southmost College web site or in hard copy from the Office of Admissions and Records.

Texas Southmost College Mission

Vision Statement

Texas Southmost College will be a premier community college dedicated to student success.

Mission Statement

Transforming our communities through innovative learning opportunities

Role and Scope

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.
- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

Values

To successfully fulfill the vision and mission, Texas Southmost College is consciously committed to:

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.
- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area ISDs and universities to create accessible and affordable educational pathways for our students, faculty and staff.
- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.
- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, to promote understanding and to achieve the academic and workforce potential of students, faculty and staff.
- Innovation by embracing emerging technologies to enhance and expand teaching, learning and service opportunities for students, faculty and staff.
- Success by empowering, engaging and educating students, faculty and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals.

Institutional Goals

In response to the region's challenges and to achieve this vision and mission, TSC's Institutional goals will revolve around four priorities between 2012 and 2017:

I. Pathways

Provide accessible, affordable, and flexible instructional delivery systems and dynamic curricula to all students, regardless of time or place, by enhancing career and technical programs that are responsive to the training needs of industry and a highly skilled workforce and by collaborating with internal and external stakeholders to improve college readiness, define outcomes, and promote multiple paths to student access, completion and success.

II. Success

Promote academic excellence and student learning through high-quality, learning-centered instruction and support services with a continuous focus on improving student learning outcomes that reflect the highest academic standards and that meet the needs of our communities and industry partners.

III. Community Engagement

Establish mutually beneficial public, private and community-based partnerships to expand awareness, leverage resources, and promote services and programs of the College that meet the needs of the communities in which it serves.

IV. Institutional Effectiveness

Enhance student success by focusing on continuous improvement that is grounded on

- Evidence-based initiatives, strategies, and processes;
- Student, faculty and staff engagement in teaching and learning outcomes;
- Professional development;
- An integrated systems approach to facilitate efficient use of college resources through fiscally sound practices; and
- Collaboration with and service to the communities in which the College serves.

President's Welcome

Welcome to the Texas Southmost College! We are excited and ready to help you begin your journey to a bright and successful future!

At TSC, you will receive a quality education at a value. Our services and programs come in numerous forms, providing options for two-year degrees, specialized job training, transfer to four-year institutions and lifetime enrichment.

You will get the same first two years of a Bachelor's education available at a university. You will gain the knowledge and skills you need to succeed—while saving thousands of dollars! And, with smaller classes, you'll get more support along the way.

You'll also have the flexibility to take classes during the day or evening to accommodate your busy schedule. Then, when you're finished, you'll be ready to go straight into a high-skill, high-wage job or transfer to a four-year university as a junior.

We are passionate about helping you succeed! Register today! Experience the power of opportunity, seize it, and transform your life!

I hope to see you on campus!

Lily F. Tercero
President



Affiliations

National/International

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association for Campus Activities (NACA)
- Association of Title IX Administrators (ATIXA)
- Association for Conflict Resolution (ACR)
- American Student Government Association (ASGA)
- Association for Student Conduct Administration (ASCA)
- Association for the Promotion of Campus Activities (APCA)
- National Association of Colleges and Employers (NACE)
- National Association of Veterans' Program Administrators (NAVPA)
- National Behavioral Intervention Team Association (NaBITA)
- National Center for Higher Education Risk Management (NCHERM)
- National Hispanic Professionals Organization (NHPO)
- National Intramural-Recreational Sports Association (NIRSA)
- National Wellness Institute
- North American Association of Commencement Officers (NAACO)
- American Association of Community Colleges (AACCC)
- Association of Community College Trustees (ACCT)

State/Regional

- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
- Placement Association of Texas (PAT)
- Southern Association for Colleges and Employers (SoACE)
- Texas Association of Collegiate Veteran's Program Officials (TACVPU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Texas Association of Community Colleges (TACC)

Local

- All In Brownsville
- Brownsville Economic Development Council (BEDC)
- San Benito Economic Development Corporation (SBEDC)
- United Brownsville
- Workforce Solutions Cameron

History of Texas Southmost College

Texas Southmost College was initially created in 1926 as The Junior College of the Lower Rio Grande Valley. In 1931, the college name was changed to the Brownsville Junior College and then to Texas Southmost College in 1949.

Originally created as an extension of the local independent school district in Brownsville, Texas, its first classes were held in the fall of 1926 in the local high school building. In 1927, the school district issued bonds for the construction of a new building to house the high school and the junior college. Fort Brown, the first military post established by the U.S. Government in Texas, was closed by the Army in 1944. After extensive efforts to acquire this property, a formal dedication ceremony was held on July 22, 1948, to commemorate the approval and transfer of the Fort Brown deed to the Brownsville Junior College.

On October 25, 1949, the Cameron County Commissioners Court voted to call an election to create the Southmost Union Junior College District. Voters approved the creation of the new district as well as a Board of Trustees at an election held on November 15, 1949. A naming contest was held to rename the institution and a \$25 award was given to Seferino Rodriguez, a student from Rio Hondo, for submitting the winning entry: Texas Southmost College. The Texas Southmost College athletics program flourished in the 1950's: the school had football, basketball, boxing and track teams and many of these teams won accolades for their performance. Unfortunately, in the mid to late 60's the TSC athletic program experienced a great decline and many competitive programs did not survive into the 70's.



In the 1960's, the college gained the Rancho Del Cielo research center, located 300 miles south of Brownsville, in Mexico. This few acre research center is the northernmost tropical cloud forest of the Western Hemisphere, containing abundant plant life and rainforest life conditions.

In 1973, Texas Southmost College offered space on its campus to establish a four-year extension program in Brownsville with Pan American University (now The University of Texas–Pan American in Edinburg, Texas). The entity, which was named Pan American University–Brownsville began classes in fall 1973 and became a separate entity in 1977.

In the late 1980s, Pan American University created a partnership with The University of Texas System and its institution in Brownsville became known as The University of Texas Pan American at Brownsville.

On September 1, 1991, Texas Southmost College and The University of Texas-Pan American at Brownsville combined their educational functions with The University of Texas at Brownsville. This entity was created as an upper-division university by the Texas Legislature in May 1991 and was authorized to enter into a partnership agreement with Texas Southmost College. This resulted in the creation of The University of Texas at Brownsville/Texas Southmost College Partnership.

The Southmost Union Junior College District continued to be governed by a seven-member board elected at large from the ad valorem taxing district of the college. The Partnership and The University of Texas at Brownsville, however, were governed by the nine-member Board of Regents of the UT System.

On November 2, 2004, voters in the Texas Southmost College taxing district approved a \$68 million dollar bond package for building projects, including the Arts Center.

On February 17, 2011, the Texas Southmost College Board of Trustees approved a motion to become an autonomous institution. Efforts began to develop a model and create legislation. Legislation was passed providing for the dissolution of the existing partnership agreement, ending on or before August 31, 2015, to the extent necessary to ensure accreditation.

A new president was hired in October 2011. Texas Southmost College, which will continue to work collaboratively with The University of Texas at Brownsville to provide excellent higher education opportunities, is in the process of reestablishing itself as an independent, fully, comprehensive public community college. The many tasks to be undertaken during the transition include accreditation, strategic planning, program review, organizational design, implementation, and launch.

Board of Trustees

Francisco Rendon - Chair

Elected to Board: 2010, Term Expires: 2016, At-Large-Position: Place 5



Francisco G. Rendon is a native of Brownsville; he graduated from St. Joseph Academy and went on to earn his Bachelors of Science degree from Texas A&M College Station, taking summer classes at Texas Southmost College along the way. Francisco holds a Master's in Engineering degree from Texas A&M College Station and is currently pursuing his Ph.D. in Leadership Studies through Our Lady of the Lake University, San Antonio.

Francisco is married to Krista and has four children, Jagger 15, Nicholas 4, Hunter 2, and Zarah 1. Francisco is also a member of the board of the Brownsville Literacy Center.

Adela Garza – Vice Chair

Elected to Board: 2008, Term Expires: 2014, At-Large-Position: Place 1



Adela Garza was elected to the TSC Board of Trustees in June 2008. She grew up in Laredo and later moved with her husband to the Lower Rio Grande Valley, where they raised their family. Garza attended TSC in the 1980s and received a Bachelor of Arts and Sciences degree from The University of Texas-Pan American in 1987. Her professional life includes six years as a senior education consultant for Wasatch Education, and she is co-owner of Tino's Prescription Shop and vice president of TIADEL Corp. Systems. Garza was on the board of Los Fresnos Consolidated Independent School District from 1999-2003, where she was board president in 2001-2003. She has been on several committees and councils at Los Fresnos ISD and has sat on boards including

International Education Services, Sunshine Haven, Olmito Irrigation District No. 20 and Healthy Communities of Brownsville.

Garza currently serves on the board of directors of the Alternative South Texas Educator Program (ASTEP) and the Building Committee for Lord of Divine Mercy Catholic Church. Garza and her husband of 32 years, Faustino, have four children and two grandchildren. Their youngest daughter is a sophomore at UTB-TSC.

Juan Mendez III, J.D. - Secretary

Elected to Board: 2010, Term Expires: 2016, At-Large-Position: Place 4



Juan "Trey" Mendez III was born and raised in Brownsville. He received his Bachelor of Arts in Government degree from UTB-TSC in 2002. While at UTB-TSC, he was an inaugural member of the Scorpion golf team and served as sports editor of The Collegian, the student newspaper. He went on to receive his law degree from The University of Texas at Austin in 2005. At the time of his acceptance to the UT School of Law in 2002, Mendez was only the second UTB-TSC alumnus to have been accepted into the prestigious program. During his three years in Austin, Mendez was instrumental in encouraging other UTB-TSC students to attend the law school.

Mendez has served on the Texas Exes Scholarship Committee at The University of Texas at Austin since 2006. He enjoys renovating historical properties and is the co-owner of the Fernandez building and the Old Brownsville Jail, two of Brownsville's most important historical structures. His passion for Brownsville's rich history resulted in his appointment as Chairman of the Brownsville Heritage Council. Mendez currently has his own law practice known as the Mendez Law Firm on Elizabeth Street.

Reynaldo Garcia, DDS - Trustee

Elected to Board: 2012, Term Expires: 2018, At-Large-Position: Place 6



Dr. Reynaldo Garcia is a retired Dentist and proud Brownsville native. He attended Texas Southmost College from 1955-1957, completed his pre-dental requirements at Del Mar College in Corpus Christi and North Texas State University, and graduated with a doctorate in dental surgery from the University of Texas Dental Branch at Houston in 1961. Dr. Garcia practiced dentistry for 45 years and also served 9 years in the US Air Force as a Major. He has been married to Angelika for 37 years.

Ramon Champion Hinojosa - Trustee

Elected to Board: 2012, Term Expires: 2018, At-Large-Position: Place 7



Mr. Hinojosa is a retired school superintendent. He holds a Bachelor of Arts in English and Government degree from St. Mary's University, and a Master's in Education degree from Texas A&I University in Kingsville. Mr. Hinojosa has spent 35 years in education as an elementary, middle and high school teacher, assistant superintendent, and superintendent. He also directed federal, bilingual education and parental involvement programs.

Edward Rivera - Trustee

Appointed to Board: 2014, Term Expires: 2014, At-Large-Position: Place 3



Edward Rivera, Trustee, was appointed by the TSC Board in January 2014. Ed Rivera has 35 years of experience in manufacturing, finance, sales, marketing, and business development with companies such as Shell Chemical, Union Carbide, Amoco Chemical, and Nypro, Inc. As such, he has extensive knowledge of the petrochemical value chain. At present he is Director of Sales for Nypro Packaging based out of Clinton, MA.

Born in Brownsville, Texas, he holds a Bachelor's degree in Chemical Engineering from the University of Houston and a Master's in Business Administration from Harvard University. At the community level, Mr. Rivera was formally President of the Laguna Vista, TX Community Development Corporation and board member of the American Marine Institute, RGV chapter. At present he is a board member of The University of Texas-Pan American Foundation; Brownsville Museum of Fine Arts; South Padre Island Golf Course Home Owners Association, The Harbor; RGV Lead Advisory Board; and Hooked for Life Advisory Board. Mr. Rivera has two daughters and resides in Laguna Vista, TX. He enjoys golf, running, road biking, skiing, and scuba diving and is a private pilot pursuing an IFR rating. Mr. Rivera, appointed by the Board due to a resignation, will serve until the next board election, May 2014.

Rene Torres - Trustee

Elected to Board: 2008, Term Expires: 2014, At-Large-Position: Place 2



René Torres became a member of the TSC Board of Trustees in May 2008. A 1965 Brownsville High School graduate, he received his Bachelor of Arts degree from Pan American University in Edinburg in 1971 and his Master's in Secondary Education degree from The University of Texas-Pan American in 1976. Torres taught in the Brownsville Independent School District from 1971-79 and then taught as an assistant professor in the UTB-TSC School of Education until his retirement in 2004.

Torres' community service includes serving on numerous boards and committees, including Brownsville Community Health Clinic, Esperanza Home for Boys and Cameron County Housing Authority. Currently, Torres serves on the BISD Museum Committee and is a volunteer at Historic Brownsville Museum. He was inducted into the RGV Sports Hall of Fame in 2007. He writes for several publications, including the "History and Heritage" community page for The Brownsville Herald. Torres and his wife of 34 years, Lucy Tijerina, have two daughters and two grandsons.

Academic Calendar

FALL 2013

- **August 19-24** / Monday-Saturday
New Student Convocation & Parent Orientation
- **August 19-23** / Monday-Friday
Add/Drop Period (Payment due Same Day)
- **August 23** / Friday
Registration Payment Deadline
- **August 26** / Monday
Classes Begin
- **September 2** / Monday
College Closed - Labor Day
- **September 11** / Wednesday
Census Day (12th Class day) - Last Day to Withdraw without Recorded Grade
- **October 1** / Tuesday
Spring 2014 Financial Aid Priority Deadline
- **October 14** / Monday
Spring 2014 Early Registration Begins
- **November 15** / Friday
Last Day to Withdraw
- **November 28-December 1** / Thursday-Sunday
College Closed - Thanksgiving Holiday
- **December 7** / Saturday
Last Day of Class
- **December 9-14** / Monday-Saturday
Final Exams
- **December 14** / Saturday
Grades Due
- **December 14** / Saturday
Graduation
- **December 19** / Thursday
Spring 2014 Early Registration Ends
- **December 20** / Friday
Spring 2014 Late Registration Begins
- **December 21-January 5**
College Closed - Winter Break

SPRING 2014

- **October 1** / Tuesday
Financial Aid Priority Deadline
- **October 14** / Monday
Early Registration Begins
- **December 19** / Thursday
Early Registration Ends
- **December 20** / Friday
Late Registration Begins
- **January 6** / Monday
College Opens
- **January 15** / Wednesday
Late Registration Ends
- **January 16-18** / Thursday-Saturday
New Student Convocation & Parent Orientation
- **January 16-17** / Thursday-Friday
Add/Drop Period (Payment due Same Day)
- **January 17** / Friday
Registration Payment Deadline
- **January 20** / Monday
College Closed - Martin Luther King, Jr. Day
- **January 21** / Tuesday
Classes Begin
- **February 5** / Wednesday
Census Day (12th Class Day) - Last Day to Withdraw without Recorded Grade
- **March 3** / Monday
Fall 2014 Financial Aid Priority Deadline
- **March 10-16** / Monday-Sunday
College Closed - Spring Break
- **March 17** / Monday
Summer 2014 & Fall 2014 Early Registration Begins
- **April 22** / Tuesday
Last Day to Withdraw
- **May 10** / Saturday
Last Day of Class
- **May 12-17** / Monday-Saturday
Final Exams

- **May 17** / Saturday
Graduation
- **May 19** / Saturday
Grades Due

SUMMER SESSION I 2014

- **March 17** / Monday
Early Registration Begins
- **May 23** / Friday
Early Registration Ends
- **May 24** / Saturday
Late Registration Begins
- **May 26** / Monday
College Closed - Memorial Day
- **May 28** / Wednesday
Late Registration Ends
- **May 29-30** / Thursday-Friday
Add/Drop Period (Payment due Same Day)
- **May 30** / Friday
Registration Payment Deadline
- **June 2** / Monday
Classes Begin
- **June 5** / Thursday
Census Day (4th Class Day) - Last Day to Withdraw without Recorded Grade
- **June 24** / Tuesday
Last Day to Withdraw
- **July 2** / Wednesday
Last Day of Class
- **July 3** / Thursday
Final Exams
- **July 4** / Friday
Independence Day - College Closed
- **July 7** / Monday
Grades Due

SUMMER SESSION II 2014

- **March 17** / Monday
Early Registration Begins
- **June 27** / Friday
Early Registration Ends
- **June 28** / Saturday
Late Registration Begins
- **July 3** / Friday
Late Registration Ends
- **July 7-8** / Monday-Tuesday
Add/Drop Period (Payment due Same Day)
- **July 8** / Tuesday
Registration Payment Deadline
- **July 9** / Wednesday
Classes Begin
- **July 14** / Monday
Census Day (4th Class Day) - Last Day to Withdraw without Recorded Grade
- **July 30** / Wednesday
Last Day to Withdraw
- **August 7** / Thursday
Last Day of Class
- **August 8** / Friday
Final Exams
- **August 11** / Monday
Grades Due

SUMMER SESSION III 2014

- **March 17** / Monday
Early Registration Begins
- **May 23** / Friday
Early Registration Ends
- **May 24** / Saturday
Late Registration Begins
- **May 26** / Monday
College Closed - Memorial Day
- **May 28** / Wednesday
Late Registration Ends
- **May 29-30** / Thursday-Friday
Add/Drop Period (Payment due Same Day)

- **May 30** / Friday
Registration Payment Deadline
- **June 2** / Monday
Classes Begin
- **June 10** / Tuesday
Census Day (7th Class Day) - Last Day to Withdraw without Recorded Grade
- **July 4** / Friday
Independence Day - College Closed
- **July 30** / Wednesday
Last Day to Withdraw
- **August 7** / Thursday
Last Day of Class
- **August 8** / Friday
Final Exams
- **August 11** / Monday
Grades Due

ADMISSION

Texas Southmost College is an open admission institution and welcomes all students to attend.

General Admission Requirements

Students must complete the application process by the published application deadline for the term they plan to attend Texas Southmost College for the first time or after a break in enrollment. A new application is required for anyone who applied but did not register, and for former students who stopped out for one year or more. In addition, students must be sixteen (16) years of age by the start of the academic year in which they enroll.

Students with transcripts from foreign institutions must submit the official transcript that includes translation into English and interpretation of eligibility to be admitted as a high school graduate.

The steps to complete admissions requirements are listed below. Refer to classification type for specific admissions requirements.

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of Texas Success initiative (TSI) exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).

Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours.

- Meet additional requirements for some admission types. (See information below).

Admissions Classifications

Texas Southmost College recognizes a variety of admissions:

High School Admission

Following graduation, high school students are responsible for submitting complete, official high school transcripts. Texas Southmost College will not consider a high school transcript without a posted graduation date.

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.
- Apply for Admission.
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit transcripts.
- Students who have graduated from high school must submit an official high school transcript with high school graduation date or official GED test scores. Official high school transcripts must be sent by the school, sealed or electronically.

- Students who have not graduated from high school at the time of application must submit an official high school transcript or official GED test scores. Official high school transcripts must include at least six (6) complete semesters and must be sent by the school, sealed or electronically. By the end of the first semester of enrollment a student must submit a final official transcript that includes the high school graduation date.
- Individual approval may be granted to a high school graduate when the previous school no longer exists and a transcript is unavailable. In addition to completing the general admission requirements, students must submit and Individual Approval Admission request form and evidence of high school graduation to the Director of Admissions and Records or designee for review. Questions should be directed to the Office of Admissions and Records.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

GED Admission

Students who have passed the General Education Development test with a total score or 2250, with no score below 410 and an earned score of 2 or higher on the Language Arts Writing Test, Part II essay.

- Comply with Texas Success Initiative (TSI) requirements
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.
- Apply for Admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit official GED test scores report issued by the state where the test was taken and passed.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Home Schooled Admission

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as High School Admission graduates. In addition to the standard criteria for admission to Texas Southmost College, home schooled students must present a signed and notarized record of the high school equivalent work completed and the date of graduation.

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.

- Apply for Admission.
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit transcripts.
 - Students who have graduated must submit a notarized transcript of the high school equivalent work completed and the date of graduation.
 - Students who have not graduated from high school at the time of application must submit a sealed and notarized non-final transcript of the high school equivalent work. In addition, the official non-final high school transcripts must include at least six (6) complete semesters. By the end of the first (1) semester of enrollment at Texas Southmost College, a student must submit a final official signed and notarized transcript that includes the high school graduation date.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Individual Approval Admission

Students who are eighteen (18) years or older and who are not graduates of high school or the equivalent may be admitted if they can demonstrate their ability to successfully complete college-level coursework.

Early Admission

Students who have completed their sophomore year of high school or the equivalent.

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.
- Apply for Admission.
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Complete the sophomore year of high school or the home school equivalent and be 16 years of age by the start of the academic year enrolled.
- Complete and submit the Early Admission form.
- Submit a letter of recommendation from a counselor or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Submit official high school transcript of coursework completed prior to registration.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of "C" or better in all college-level courses.

- A credit hour is Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time,

OR

- At least an equivalent amount of work as required (outlined in the definition above) for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

To obtain an official transcript of Texas Southmost College coursework after high school graduation, an early admission student must submit a final official high school transcript that includes the graduation date. Prior to high school graduation, Texas Southmost College will only release an official transcript of TSC coursework directly to other institutions of higher education at the student's request.

Early admission students seeking to continue enrollment with Texas Southmost College after high school graduation must submit an ApplyTexas application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

Dual Enrollment Admission

The Dual Enrollment Program allows eligible high school students to earn college credit for specific high school courses in which they are currently enrolled, while completing their high school requirements. In order for students to participate in the program, service area high schools must be approved to offer dual enrollment courses. Dual enrollment students meet the following criteria:

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.
- Apply for Admission.
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Complete and submit all required Dual Enrollment forms.
- Demonstrate college-level ability in the subject area(s) requested.
- Be TSI exempt (compliant) in at least one area and meet the basic skills required for specific dual credit courses.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Students may take up to two dual enrollment classes per regular semester. Dual enrollment courses are offered in the Fall and Spring semesters only.

Prior to high school graduation, Texas Southmost College will only release an official transcript of TSC coursework directly to other institutions of higher education at the student's request. Official transcripts of TSC coursework will be released when the student's complete official high school transcript, including the graduation date, is submitted to TSC. It is the responsibility of the student to ensure dual enrollment courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Dual enrollment students seeking to continue enrollment with Texas Southmost College after high school graduation must submit an ApplyTexas application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

Transfer Admission

A transfer student is any student who has completed previous college work at a regionally accredited college or university and plans to attend Texas Southmost College.

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.
- Apply for Admission.
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit transcripts.
 - Students must submit official transcripts from all postsecondary institutions attended. If courses are in progress at another institution, official transcripts should be submitted once final grades are posted. Official transcripts must be received in a sealed envelope from the host institution or sent directly from the host institution to the Office of Admissions and Records at Texas Southmost College.
 - Foreign transcripts must be translated into English by a member of the American Translators Association. Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). Please note: Some evaluation services require translation from a specific translation service.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.
 - Advising is not required for all transfer students, but it is strongly recommended. Students entering with less than twelve (12) credit hours or less than a 2.0 grade point average (GPA) are required to meet with an advisor.

Transient Admission

Students enrolled in and seeking a degree at another institution of higher education who plan to take courses at Texas Southmost College during the summer sessions only are considered transient students and should complete the application process well before registration begins for the summer term they plan to attend.

- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. Exception: Students enrolling in Level One Certificate programs that do not identify skill levels are not required to test.

- Apply for Admission.
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit transcripts
 - Transient students may submit an official in-progress transcript from the college/university attended if grades for the current semester are not available for the purposes of admission and registration. Upon completion of the semester, students may request their TSC transcript be sent to their college.
 - If students remain enrolled for the subsequent semester, they must submit an official transcript from the college/university with final grades posted.
- Provide proof of bacterial meningitis vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.
 - Advising is not required for all transient students but is strongly recommended. Students entering with less than twelve (12) credit hours or less than a 2.0 grade point average (GPA) are required to meet with an advisor.

Former Student Admission

Students who have previously attended TSC and have not enrolled within the past twelve (12) months at any other college or university must satisfy all applicable admissions requirements prior to registration and complete the ApplyTexas Application. Students with academic dismissals more than ten (10) years old will enter in good academic standing. Returning students whose last status was Academic Dismissal must petition for readmission as outlined under Academic Standing and Probation.

Students with a break in enrollment of one (1) regular semester or more are required to provide proof of bacterial meningitis vaccination. State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).

If students return to TSC after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to Academic Standing and Probation.

International Student Admission

All persons seeking admission holding non-permanent visas will be processed as international students. Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit a completed International Student Application form. Contact the Office of Admissions and Records for additional information and forms.

All international students must follow the admissions steps outlined under the specific admissions category. International student applicants not completing college-level courses at a United States college or university are required to provide TSI Test scores or take the TSI examination before the start of the first (1) semester of enrollment. A student who fails any one (1) of three (3) areas (reading, math, or writing) may enroll in some program courses but may also be required to enroll in developmental courses as needed.

For admission, all foreign transcripts must be translated into English by a member of the American Translators Association. Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). Please note: Some evaluation services require translation from a specific translation service.

Senior Citizen Admission

Senior Citizens who will be age 65 by the census date of the term may enroll in course offerings in two (2) different categories at a reduced cost.

College Credit Courses:

- Must complete an ApplyTexas application.
- Must submit an official transcript from the last college or university attended prior to admission.
- May enroll only on the first day of the term based on space availability.
- Responsible for completing course requirements.
- Normal tuition waived, but responsible for associated fees.
- Restrictions:
 - Space available.
 - 6 (six) credit hour limit.
 - Courses with differential tuition.
 - Activity classes, such as private music lessons, art studio, wellness/fitness.
 - Courses requiring programmatic prerequisites.
 - Courses that were previously registered for credit in the same semester.

Audit of College Credit Courses:

- May enroll only on the first day of the term based on space availability.
- Tuition waived, but responsible for associated fees and \$100 Audit fee.
- Restrictions:
 - Space available.
 - 6 (six) credit hour limit.
 - Courses with differential tuition.
 - Activity classes, such as private music lessons, art studio, wellness/fitness.
 - Courses requiring programmatic prerequisites.
 - Courses that were previously registered for credit in the same semester.

Senior Citizen waiver and audits do not apply to Continuing Education courses.

Audit (Non-Credit) Admission

Audit/Non-Credit status provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. Students who audit a course will not receive a grade or credit for the course. An additional audit fee will apply.

Students who enroll only for audit admission must complete the ApplyTexas application and contact the office of Admissions and Records to declare their intent to audit a course(s).

Audit courses cannot be changed to credit (nor can credit to audit) after the Census Date of the course or term, whichever occurs first. Audit courses will be noted on the student's permanent record as "AU" for Audit.

ApplyTexas Application

Potential students must submit an admission application to ApplyTexas. The application should take 15-30 minutes. If the application is not completed in a single session, the file may be saved. To complete the ApplyTexas application, students will need their social security number and a valid email address (admission status will be sent to this address). Applications are typically processed within 2-3 business days.

Tuition will be determined by residency status based on the answers provided to the core "residency" questions on the ApplyTexas application.

Students without a social security number should contact the Office of Admissions & Records for assistance. An institutional number will be assigned in its place.

Once students have submitted the ApplyTexas application to TSC, they do not need to re-apply for subsequent admission provided there is no break in enrollment.

Checklist of Application Materials

Students should have the following information available before beginning the online application:

- Social Security Number
Providing your social security number (SSN) is optional, but it is strongly recommended. Applications and documents without social security numbers are difficult to match, which may result in additional processing time for admissions and financial aid. For questions or concerns, contact the Office of Admissions and Records.
- Name of the county in which you live.
- Email address (Students without email accounts can create them at various free sites such as yahoo.com, gmail.com or hotmail.com).
- Visa/Permanent Resident information to include Permanent Residence Card, issue date, and number.
- Documentation of bacterial meningitis vaccination.
- TSI assessment scores.
- SAT, ACT, and/or TAKS (grade 11) scores and test dates.
- Names and dates of high school(s) and college(s)/university(ies) attended.
- Academic standing at previous college(s)/university(ies).

Guidelines for Completing the ApplyTexas Application

- Log on to ApplyTexas to create a student profile.
- Record the ApplyTexas User ID and Password for future access.
- Select "Two-Year Undergraduate Application."
- Select the college to which the application will be delivered.
- Submit the application.
- Copy the "application number" provided in the window for your records.

Once the application is submitted, all corrections and updates require a visit to the Office of Admissions and Records. Students will receive an email with a verification number.

When you consult with the Office of Admissions and records please have your email verification and confirmation number with you.

Admission/Registration Holds

Admission/Registration holds preventing the release of official TSC transcripts will be placed on students' records until all admission requirements are met and may result in delayed registration.

Admission/Registration holds result when a student does not provide all official transcripts from all institutions attended or the student has not yet met other admission requirements.

Admission/Registration holds prevent the release of official TSC transcripts.

Admission Appeal Procedures

Students who fail to meet the admission criteria stated in the TSC current catalog, students on suspension from any institution, and students who wish to challenge an enrollment or registration decision may do so by submitting an appeal to the Enrollment Appeal Committee (EAC) through the Office of Admissions and Records.

Texas Success Initiative (TSI)

The Texas Success Initiative is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework.

TSI measures reading, English, and mathematics skills to determine students' readiness to enroll and perform in freshman-level academic coursework. Students are required to test and to be advised based on the results of their TSI assessment scores. Students will not be denied admission to TSC based on TSI scores or college placement scores; however, testing is usually required prior to enrollment.

TSI Requirement Exemptions

Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- **ACT**
Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing. ACT scores are valid for three (3) years for placement purposes.
- **SAT**
Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing. SAT scores are valid for three (3) years for placement purposes.
- **TAKS Exit-Level**
Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for three (3) years from date of testing.
- **Readiness Status**
Met college-level readiness standards in English, reading, and mathematics at an accredited Texas public institution of higher education.
- **Transfer from Private or Accredited Out-of-State Institutions**
Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math with a grade of "C" or better.
- **Degree**
Earned an Associate or Baccalaureate degree from an accredited Texas public institution of higher education.
- **Certificate**
Enrolled in THECB approved Certificate Level-One Programs of one (1) year or less with forty-two (42) or fewer semester credit hours that do not require specific skill levels for course enrollment.
- **Military**
Currently serving on active duty in the U.S. Armed Forces, Texas National Guard, or as a member of a reserve component of the U.S. Armed Forces for at least three (3) years preceding enrollment.

After August 1, 1990, was honorably discharged, released, or retired from active duty as a member of the U.S. Armed Forces, Texas National Guard, or as a member of a reserve component of the U.S. Armed Forces.

Students who do not provide official documentation to verify one of the exemptions above are required to take one of the TSI assessments. Although students may be exempt from TSI, a college-level placement exam may be required to assist in course placement.

Students who initially do not meet the college-level standard may re-take an assessment instrument according to TSC and test instrument guidelines. After testing, students should consult with an advisor to develop a plan to achieve the skill level required for the program to be earned.

Academic Fresh Start

An applicant who elects Academic Fresh Start may apply these credit hours toward the determination of TSI requirements. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321. Academic Fresh Start must be declared upon admission to TSC.

Students electing this policy may not single out specific credits to omit. ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at TSC and any other Texas state college or university. Such work, however, will NOT be removed from students' academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

- Academic Fresh Start does not eliminate credits for purposes of determining financial aid eligibility.
- Academic Fresh Start courses are NOT excluded from Three-Peat processing.

This provision does not exempt students from notifying TSC of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

Texas Success Initiative

The Texas Success Initiative (TSI) is a state-mandated program that promotes academic success. TSC measures reading, English, and mathematics skills to determine students' readiness to enroll and perform in freshman-level academic coursework. Students are required to test and to be advised based on the results of their TSI assessment scores. Students will not be denied admission to TSC based upon TSI scores or college placement scores. Requirements for TSI Exemption and TSI Minimum Passing Standards, as defined by the TAC, are approved below. In some cases, students may be required to take an assessment test for placement purposes.

Students who meet placement scores defined above are eligible for enrollment in courses specified. Dual Credit students meet TSI compliance in at least one subject area to be considered for relevant courses.

Texas Success Initiative Placement Guide

READING SKILLS PLACEMENT

Score:	TSI	COMPASS/ e-Write	THEA	ASSET/ W A-THEA	ACCUPLACER
Referred to take ESOL Accuplacer	≤341	≤ 65	≤199	≤ 35	≤40
READ 0020 (if not identified as ESOL) concurrent enrollment with READ 0323	≤341	47-65	120-199	33-35	0-40
READ 0323	342-347	66 - 70	200 - 219	36 - 37	41 - 67
INRW 0422	348-350	71 - 80	220 - 229	38 - 40	68 - 77
STAR INRW w/ HIST 1302	349-350	76-80	225-229	39-40	73-77
READ 0022 (College Prep)	349-350	78-80	227-229	39-40	75-77
<i>No Remediation Required</i>	≥351	≥ 81	≥ 230	≥ 41	≥ 78

WRITING SKILLS PLACEMENT

Score:	TSI	COMPASS/ e-Write	THEA	ASSET/ W A-THEA	ACCUPLACER
Referred to take ESOL Accuplacer		≤ 3	≤ 179	≤ 22	≤ 3
ENGL 0020 (if not identified as ESOL) concurrent enrollment with ENGL 0323	Essay* 1-2 w/ ≤ 349	≤ 3	≤ 179	≤ 22	≤ 3
ENGL 0323	Essay* 1-3 w/ MC 350-357	Essay = 4	180 - 199	23 - 37	Essay = 4
INRW 0422	Essay* 4 w/ MC 358-362	Essay = 5	200 - 219	38 - 39	Essay = 5
STAR INRW 0422 w/ ENGL 1301	Essay* 4 w/ MC 360-362	5	210-219	38-39	5
ENGL 0022 (College Prep)	Essay* 4 w/ MC 361-362	5	215-219	38-39	5
<i>No Remediation Required</i>	Essay* ≥ 5, 4 w/MC 363	Essay ≥ 6	≥ 220	≥ 40	Essay ≥ 6

*Prioritize the Essay over the Multiple Choice score for placement

MATH SKILLS PLACEMENT

MATH 0020 concurrent enrollment with MATH 0321	≤330	≤ 18	≤ 139	≤ 25	≤ 35
MATH 0321	331-340	19 - 28	140 - 199	26-29	36 - 54
STAR MATH 0321	336-340	15-28	150-199	26-29	27-54
MATH 0322	341-349	29 - 38	200 - 229	30-37	55 - 62
STAR MATH 0322	346-349	34-38	215-229	34-37	58-62
MATH 0022 (College Prep)	348-349	36-38	225-229	36-37	60-62
<i>No Remediation Required</i>	≥350	≥ 39	≥ 230	≥ 38	≥ 63

EXEMPTIONS: Valid for 5 years from date of testing.

	COMB = 23	COMB = 1070	WRIT = 1770	ELA** = 2200
	ENG = 19	VERB > 500	MATH = 86	MATH = 2200
	MATH = 19	MATH >500	READ = 89	Writing** = 3

**Both ELA and Writing scores required for exemption.

Academic Advising

First-time college students must meet with an academic advisor for individual advising. Transfer students must meet with an academic advisor if they have successfully completed less than 12 credit hours or if they are on academic probation or suspension.

All students are encouraged to seek academic advising before the registration process begins to consider program options and understand the academic requirements to include prerequisites for courses, degrees and programs, and transfer institutions. Having a goal and understanding what is required to achieve the goal can save time and money.

Advising is required for:

- All first-time college students, including those who have earned college dual enrollment credit as high school students.
- Transfer college students with fewer than twelve (12) earned college semester credit hours.
- Students with Academic Holds.

If TSC requires advising, an admission/registration hold will be placed on the student's record until the requirement has been met.

Students are encouraged to consult with an academic advisor about courses and other educational concerns if currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. In addition to course and degree requirements, policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic advisor regularly.

Many students who plan to transfer to a university are advised to fulfill the lower-division requirements for the university selected for their continued education. It is the responsibility of all students to ensure that they take courses at TSC that will be accepted by the senior institutions they wish to attend.

Transfer Credit

To meet the requirements, only those courses in which a "C" or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a "C" or better has been earned may be applied to meet the requirements in the major field of study. This applies to all degree plans. Credit may be transferred to TSC from colleges and universities regionally accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis:

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)

- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)
- Transnational Association of Christian Colleges and Schools (TRACS)

Credit from institutions not regionally accredited by one of the above associations is not accepted by TSC. The Office of Admissions and Records is responsible for verifying an institution's regional accreditation status and for evaluating the official transcripts. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at TSC.

To meet the requirements, only those courses in which a "C" or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a "c" or better has been earned may be applied to meet the requirements in the major field of study. This policy applies to all degree plans.

Courses taken ten (10) or more years prior to a student's last enrollment at TSC will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as determined by the program director with approval by the Vice President of Instruction and Student Services.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other regionally accredited colleges and universities to TSC. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at TSC.

TSC accepts any passing grade from any regionally accredited institution. Passing is a grade of "D" or better. Transcripts received become the permanent property of TSC.

Official transcripts from all colleges and universities attended must be forwarded to the Office of Admissions and records. Transcripts may not be faxed.

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Army/American Council on Education Registry Transcript System or the Sailor/Marine American Council on Education Registry Transcript.

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit for courses completed at a foreign institution must submit the official transcript and an official third (3) party report/recommendation from a member of the National Association of Credential Evaluation Services (NACES) that includes translation, interpretation, and evaluation of the transcript.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to TSC from other institutions and/or when TSC courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules, Chapter 4, Subchapter B, online.

In all disputes, the THECB Transfer Dispute Resolution form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

- The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 - If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower- division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
 - A student who receives notice as specified in the first paragraph of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 - The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 - If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- The Commissioner or the Commissioner’s designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- Each institution of higher education shall publish in its course catalogs the procedures specified in subsections of this section.
- The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner’s designee.
- If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transcript Request

Students may request official transcripts at the office of Admissions and Records. Once processed, transcripts will be sent as requested. A fee may be charged.

In compliance with FERPA regulations and TSC procedures, transcripts may only be released to the student of record.

TSC will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone.

A registration hold will prevent processing and release of a student transcript. Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to TSC.

Internal Proficiency Examinations

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take departmental exams and receive written departmental approval.
- Obtain information or approval from the Testing Center and/or department. Upon approval students must pay the appropriate costs as defined in the fee schedule.
- Take the exam before the census date of the semester in which the student is enrolled if applying for credit by exam after enrolling in a course.
- Take a comprehensive written examination that may include prescribed performance tests.
- Receive a performance grade of "C" or better to receive credit.

Examinations for credit hours are not administered in all departments. No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

External Standardized Examinations

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other regionally accredited institutions.

CLEP Credit

Texas Southmost College recognizes the credit-granting scores recommended by the American Council on Education (ACE). Students can be granted a maximum of 32 hours of non-course based credit. No credit will be awarded until the student has successfully completed at least six (6) hours of course credit from Texas Southmost College.

Students taking the CLEP test will earn equivalent college credit from TSC when attaining the scores indicated and the credit is treated as equal to a grade of C in the corresponding course (but is not included in GPA calculations). CLEP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at TSC. Students may not earn more than 32 total hours from any testing equivalency source.

AP Credit

Students taking the AP test will earn equivalent college credit from TSC when attaining the scores indicated and the credit is treated as equal to a grade of C in the corresponding course (but is not included in GPA calculations). AP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at TSC and students may not earn more than 32 total hours from any testing equivalency source.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. All Tech Prep agreements must be approved by the Texas Higher Education Coordinating Board (THECB). It is the student's responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours.

Prior Learning Credit

The assessment of prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for training received at a technical institution. Prior Learning Credit may be obtained from the department in which the student is majoring or the corresponding dean.

Sources of prior learning may include:

- Trade or proprietary school equivalence
- Certification/licensure/credentials equivalents
- Military service

After admission to TSC, students should consult with the appropriate academic department to determine whether prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match prior learning as evidenced by documentation and sufficient justification. Before prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned through the assessment of prior learning and applied toward graduation. Credits earned by prior learning are posted on the transcript as equivalency credit (non-graded). TSC will retain a copy of the documentation with the student's permanent file.

Continuing Education Units Conversion to Career and Technical Courses

To provide an entry for students wishing to transition from the continuing education portion of their education to the academic credit continuation of their education, students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses.

Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the Dean of Health Careers and Career and Technical Programs and approval by the Vice President of Instruction.

Up to the 32-hour maximum may be awarded once the student has earned six (6) college semester credit hours at TSC. Under special circumstances the six (6) hours may be waived, such as where students are taking a complete course of study in a given contract period with Continuing Education. Conversions of CEUs to academic credit must be requested within three (3) years of completing the continuing education course. Grades will be posted as CR and not included in GPA.

Tuition and Fee Schedule

Semester Credit Hours	Texas Residents		Non-Texas Residents	
	In-District	Out-District	In-District	Out-District
1	\$361.30	\$411.30	\$461.30	\$461.30
2	478.30	578.30	678.30	678.30
3	595.30	745.30	895.30	895.30
4	712.30	912.30	1,112.30	1,112.30
5	829.30	1,079.30	1,329.30	1,329.30
6	946.30	1,246.30	1,546.30	1,546.30
7	1,063.30	1,413.30	1,763.30	1,763.30
8	1,180.30	1,580.30	1,980.30	1,980.30
9	1,297.30	1,747.30	2,197.30	2,197.30
10	1,414.30	1,914.30	2,414.30	2,414.30
11	1,531.30	2,081.30	2,631.30	2,631.30
12	1,648.30	2,248.30	2,848.30	2,848.30
13	1,765.30	2,415.30	3,065.30	3,065.30
14	1,882.30	2,582.30	3,282.30	3,282.30
15	1,999.30	2,749.30	3,499.30	3,499.30

This is an estimate of tuition and fees based upon a general education student taking up to 15 credit hours. Fees will vary depending on courses and labs for which a student is enrolled.

Tuition and Fees are subject to change by the Texas Southmost College Board of Trustees. Tuition and fees are subject to a cap at 15 semester credit hours. More information regarding Tuition and Fees is available on the TSC web site.

Payment or payment arrangements (financial aid, installment plan, etc.) for tuition and fees must be made by the due date. Failure to make payment or payment arrangements by the due date may cause the student to be withdrawn from all courses.

Students are responsible for withdrawing from courses they do not wish to attend. If you do not wish to attend one or all of your classes, you must withdraw prior to the first day of class or you may be responsible for payment of all tuition and mandatory fees, including incidental fees. Students who withdraw after classes begin may receive a partial refund, based upon the TSC tuition and fee refund schedule.

Tuition Refund Schedule

1. If the student withdraws during a fall or spring semester or a summer term of 10 weeks or longer:
 - a. Prior to the first class day 100 percent
 - b. During the first five class days 80 percent
 - c. During the second five class days 70 percent
 - d. During the third five class days 50 percent
 - e. During the fourth five class days 25 percent
 - f. After the fourth five class days None

2. If the student withdraws during a term or session of more than five weeks but less than 10 weeks:
 - a. Prior to the first class day 100 percent
 - b. During the first, second, or third class day 80 percent
 - c. During the fourth, fifth, or sixth class day 50 percent
 - d. Seventh day of class and thereafter None

3. If the student withdraws from a term or session of five weeks or less:
 - a. Prior to the first class day 100 percent
 - b. During the first class day 80 percent
 - c. During the second class day 50 percent
 - d. During the third class day and thereafter None

FINANCIAL AID

The Financial Aid Office administers and manages financial assistance programs to the benefit of eligible students and families who are unable to afford the cost of a college education. The goal of the Financial Aid Office is to help students avail themselves of as many federal, state and institutional financial aid program opportunities as possible. Financial aid comes in three basic types:

- Grants/Scholarships
- Work-study programs
- Loans

Any or all of these may be combined in a financial aid package to help students pay for educational expenses. Generally, scholarships and grants do not have to be repaid. Loans must be repaid and are therefore not encouraged unless absolutely necessary as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that the Financial Aid Office is required to follow are listed. Policies listed here are only those deemed most important to students. TSC complies with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U.S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, TSC will comply with the most current regulations and interpretations thereof.

More information is available on the Financial Aid web page. This link will also provide additional information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

Free Application for Federal Student Aid (FAFSA)

To determine financial aid eligibility for all federal financial aid programs, the U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA). The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish financial aid eligibility for state programs.

The FAFSA is the first step in the financial aid process and assesses a student's or a family's financial ability to pay for school. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology. The result is a student's Expected Family Contribution (EFC). Colleges use the EFC to determine students' financial need and their state, federal or institutional aid eligibility.

Each person who completes the online FAFSA will need a Personal Identification Number (PIN). FAFSA PINs can be obtained online at www.pin.ed.gov.

Applying for Financial Aid

Students who apply for financial aid at TSC are automatically considered for the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant (ACG)
- Texas Public Education Grant (TPEG)

Students may also complete a separate application for the following as well as other programs:

- Texas Grant I
- Texas Educational Opportunity Grant (TEOG)
- William D. Ford Federal Direct Loan Program
- Federal College Work-Study

The application procedures are described below and apply to need-based grants, loans, and work-study employment. TSC scholarship awards are considered a resource when determining eligibility for other financial aid.

Applications for aid will be considered complete when the following has taken place at TSC:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and is making satisfactory academic progress. First-time college freshmen are assumed to be making satisfactory academic progress.
2. The student has the following on file in the Financial Aid Office:
 - a. The financial aid application. To ensure the application is electronically forwarded, the TSC federal school code must appear on the FAFSA. In addition, the name and social security number recorded at the home/primary college must match exactly the name and social security number recorded on the FAFSA.
 - b. If selected for verification, the student must submit the appropriate Dependent/Independent Verification Worksheet, an official Tax Transcript from the IRS, documentation of benefits and untaxed income, plus any other required documentation.

It is essential that the Financial Aid Office always has the student's most current permanent address and email address to avoid delays and ensure that important documents are received promptly. Update addresses as often as necessary by completing the appropriate forms at the Office of Admissions and Records.

Deadlines for Filing the FAFSA

The U.S. Department of Education publishes general deadlines that apply to the processing of a FAFSA online. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. While TSC's Financial Aid Office accepts financial aid applications virtually year-round, the student's complete financial aid application should be received at least ten (10) weeks before the end of the semester to receive full consideration for funding. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-served basis to students who qualify. Priority deadlines are available on the Academic Calendar.

Completed applications received by the priority date will receive priority consideration of all available funds, subject to each student's eligibility. Students who submit a completed application (including all required documents) by the Processing Guarantee Date will have an award or denial of aid by the first class day. Completed applications received after the guarantee date will be processed according to date of completion, but will most likely not be processed by the payment deadline. Students in this situation should be prepared to make payment arrangements with the Cashier's Office in regards to their tuition balance before the bill is due. A separate summer application is required to be considered for summer aid.

Eligibility Requirements for Student Financial Aid

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Be enrolled for at least six (6) semester credit hours as a regular student in an eligible program (Less than half-time students may receive a Pell Grant if they are eligible);
- Be a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 qualify for limited state financial aid.
- Have a high school diploma or a General Education Development (GED) certificate;
- Not be in default on any student loan or owe a refund to a federal financial aid program;
- Make Satisfactory Academic Progress in a declared course of study. All students must be familiar with the TSC Satisfactory Academic Progress policy;
- Have financial need as determined by the federal need analysis methodology and institutional guidelines; and
- Not have been convicted of a felony or crime involving a controlled substance.

Calculating Financial Need

The information students report when completing the FAFSA is used in a formula established by Congress that calculates an Expected Family Contribution (EFC). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum EFC that defines eligibility for college-based programs. Instead, the EFC is used in an equation to determine financial need:

$$\begin{array}{r} \text{Cost of Education} \\ - \text{Expected Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

The difference between the cost of education and the Expected Family Contribution is considered the student's financial need. The financial need calculation helps the Financial Aid Office establish eligibility for grants, loans, and work-study. The combination of financial aid from these sources is called a financial aid package and it is meant to help meet the student's eligibility.

A booklet describing the formula that produces the Expected Family Contribution (EFC) is available by writing to:

Federal Student Aid Information Center
PO Box 84
Washington, D.C. 20044

Verification

Verification is the process by which a student's financial aid application data is checked for accuracy. Only those students selected for verification by the federal processor need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the TSC Financial Aid Office.

Students selected for verification are typically asked to submit the following documents, if applicable to their situation:

- An official Tax Transcript of the student's (and spouse's, if applicable) from the Internal Revenue Service if the Tax Retrieval Tool was not used or corrections were made by the student after the Tax Retrieval Tool was used;
- An official Tax Transcript of the parent's (and spouse's, if applicable) from the Internal Revenue Service if the Tax Retrieval Tool was not used or corrections were made by the student after the Tax Retrieval Tool was used;
- Verification Worksheet; and
- Documentation that verifies benefits or untaxed income, such as:
 - Child Support-Paid and Received
 - Untaxed Pensions
 - Food Stamp benefits
 - Other untaxed income and benefits

Notification of Financial Aid Awards

All financial aid award notifications to students from the Financial Aid Office can be found on the student's personal page in MyTSC. The Financial Aid Office does not mail written notifications. Instead, students are contacted via email at the personal email address provided on the FAFSA, and at the one assigned by TSC to check their financial aid status online. The email provides instructions on how to view awards. Students can view each source of aid and amount that they have been awarded. In order for aid to be credited to their account, students must accept their award on-line. The Financial Aid Office can assist students in navigating the web site or provide written instructions.

Awards are automatically accepted for students. This means that financial aid recipients who register for classes and then do not intend to stay enrolled must officially drop their classes to avoid future aid paying their bill. To avoid possible repayment of financial aid funds, students should drop courses at least ten (10) days prior to the first day of classes.

Receiving Financial Aid Funds

The TSC Cashier's Office is responsible for distribution of financial aid funds once the award has been completed by Student Financial Services. Checks generated are mailed to students at their permanent address without exception. Loan funds are also credited directly into students' accounts. This means that disbursement of loan funds is made on the same schedule as grants and scholarships. Electronic deposit is now available for students to receive financial aid funds. Inquire with the college Cashier's Office for details.

Given that not all checks can be released to students by the payment deadline, students must make arrangements on their own for payment of tuition and for the purchase of books and supplies.

Satisfactory Academic Progress (SAP)

Federal regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- A minimum 2.0 GPA ("C" or better) per semester and overall GPA;
- Successful completion of 70% of all coursework attempted; and
- Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including all hours attempted at other colleges). Thirty (30) hours of non-repeated developmental classes may be excluded from the ninety-nine (99) hours.

Compliance with SAP must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their MyTSC account.

Final Satisfactory Academic Progress (SAP) rules were published in the October 29, 2010 Federal Register to be effective July 1, 2011. The revised current regulations clarify, standardize, and strengthen provisions on school evaluations of the qualitative (grades and academic standing) and quantitative (pace of completion) aspects of a student's progress in a program for Title IV funding purposes.

The information below describes each status in more detail:

Good Standing

Students are considered to be in Good Standing with Financial Aid if they meet all three (3) standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Financial Aid Suspension

Students are suspended from financial aid if they do not meet one (1) or more of the Satisfactory Academic Progress (SAP) criteria listed above. These students are sent a financial aid suspension notice and can continue to enroll but at their own expense.

Appeal Process

Students may appeal their suspension status or may appeal to receive a loan if they have been denied one due to their suspension status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards and a plan detailing actions the student will take to achieve and maintain Satisfactory Academic Progress. Those who have been suspended due to exceeding ninety-nine (99) attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and the anticipated graduation date. Appeal Packets, complete with forms and instructions, are available in the Financial Aid Office.

If the appeal is approved, eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in either of these criteria will again result in financial aid suspension.

If the appeal is denied, no financial aid of any kind may be awarded. Students can continue to enroll but at their own expense. A re-appeal is acceptable after students have completed at least one (1) semester and believe they can make a case for getting back on track academically. The Appeal Committee's decision is final and may not be appealed further.

Spring and Summer Transfer Students

Students transferring from another institution during the spring or summer semesters must make sure that their prior institution reports to the National Student Loan Database System (NSLDS) the cancellation of any undisbursed Federal Pell Grant and Stafford Loan amounts.

Failure to do so will prevent TSC from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at TSC only during the summer and then return to their home institution the following fall semester are considered transient students and are

therefore not eligible for financial aid at TSC.

Concurrent Enrollment and Financial Aid Eligibility

Students may only receive aid at one school per period of enrollment. Students who are enrolled at two institutions for the same semester may receive financial aid at the college they have declared as their home/primary college, if they are enrolled at their primary college. Some programs require that students be enrolled at their primary institution for six (6) or more hours. At no time will students be allowed to count enrollment outside TSC toward their eligibility for financial aid at TSC.

Enrollment Status by Session

Eligibility for financial aid is based on the semester credit hours in which students are enrolled. The Federal Pell Grant program allows for payment of three (3) or more hours based on eligibility. Note the enrollment status definitions for financial aid purposes differ from academic enrollment.

Fall/Spring 16-Week Sessions

- Full-Time Student - Twelve (12) or more semester credit hours
- Three-Quarter-Time Student - Nine to eleven (9-11) semester credit hours
- Half-Time Student - Six to eight (6-8) semester credit hours
- Maximum Hours Allowed - Eighteen (18) semester credit hours

Fall/Spring Start Two 14-Week Sessions

- Full-Time Student - Twelve (12) or more semester credit hours
- Three-Quarter-Time Student - Nine to eleven (9-11) semester credit hours
- Half-Time Student - Six to eight (6-8) semester credit hours

Flex Six-Week Session

Maximum Hours for Payment: Six (6) semester credit hours

Summer Session

Summer sessions I and II are combined for financial aid purposes. It is recommended that students register for a minimum of six (6) semester credit hours prior to the start of Summer I in order to be eligible for all possible sources of aid that may be available. Students planning to attend summer sessions I and II should register for both sessions prior to the start of Summer I in order to receive funding for Summer II.

Maximum Hours for Payment: Six (6) semester credit hours for each session with a combined twelve (12) semester credit hours.

Withdrawing from College and Returning Financial Aid Funds

It is important that students know the census date for each semester or session. Although students may be awarded aid based on the number of hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours in which they are still enrolled by the census date. For example, students who are initially awarded as full-time (twelve (12) hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) hours by the census date. For some aid programs this means that the student has to pay back half of the aid received.

A drop in enrollment (but not 100% withdrawal) after the census date will not impact the amount of aid received with two (2) exceptions:

1. Federal work-study and loans cannot be disbursed at any time in the semester when a student is enrolled in less than six (6) hours. All enrollment adjustments (drops and adds) must be complete as of the end of business on the semester census date. Pell Grant adjustments cannot be made after the Census Date.
2. When students withdraw 100% from TSC, federal regulations require all schools to pro-rate the amount of financial aid that they have earned based on the percentage of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the 60% mark of the semester. Since in most cases students are disbursed 100% of their financial

aid under the assumption that they will stay in school the entire semester, withdrawing before the 60% mark means they will have to pay back a portion of their financial aid. Failure to repay these funds results in Financial Aid Holds that prevent future registration at any college or university.

Return of Title IV Fund Order:

- Federal Unsubsidized Loans/Direct Loans
- Federal Subsidized Loans/Direct Loans
- Federal Perkins Loan
- Federal PLUS Loans/Direct PLUS Loans or Grad PLUS Loans
- Federal Pell Grant
- Federal Supplemental Opportunity Grant (SEOG)
- Federal TEACH Grant
- Federal Iraqi & Afghanistan Service Grant

If a student withdraws before financial aid is disbursed, financial aid amounts will be pro-rated according to federal regulations.

State, local, and institutional grants, loans, and scholarships are also subject to evaluation to assess impact of changes in enrollment status.

State and Federal Grants

Federal Pell Grant

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to the:

- Educational costs at the institution (the cost of attendance);
- Student's enrollment status;
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution on the student's Student Aid Report.

Pell grant funds are awarded once per semester, and Summer awards are made if the student's annual eligibility has not been exhausted during the Fall and Spring semesters.

Year-Round Pell Grant

The objective of the Year-Round Pell Grant is to help accelerate students' progress in a degree or certificate program.

If students are Pell eligible and over the course of the fall and spring terms use 100% of their Pell funds, they are still eligible to receive additional Pell funds as long as they are enrolled for at least six or more hours in the summer term. A separate application will be required for summer. Check with Student Financial Services for eligibility requirements.

William D. Ford Federal Direct Loan Program

TSC provides loan funds directly from the Federal Government under the William D. Ford Federal Direct Loan Program. All borrowers must apply for the Direct Loan Program.

Federal Supplemental Educational Opportunity Grant (SEOG)

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero (0) Expected Family Contribution who are working toward a degree or certificate in an eligible program. To receive SEOG funds students must be enrolled in at least six (6) hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) provide assistance to undergraduate students who demonstrate financial need as determined by the Financial Aid Office. Awards range from \$200 to \$2,000. The amount

of the award is based on need and availability of funds. Students must be undergraduates enrolled for at least six (6) semester credit hours who are Texas residents, non-resident students, or foreign students.

Towards EXcellence Access and Success Grant (TEXAS Grant)

The TEXAS Grant Program pays tuition for students who meet the following program criteria:

- Maintain current Texas residency status;
- Graduated from an accredited Texas high school no earlier than Fall 1998;
- Completed a recommended or advanced high school curriculum;
- Apply and qualify for financial aid;
- Meet the state's financial aid criteria. The expected family contribution must be less than \$4,000 and the student must demonstrate financial need;
- Enroll at least three-quarters time (nine [9] hours) in an Associate's Degree or Certificate program;
- Enroll and receive the grant no later than the sixteenth (16) month after graduating from high school and before attempting more than thirty (30) college hours; and
- Not be convicted of a felony or crime involving a controlled substance.

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Meet the college's Satisfactory Academic Progress policy (See the Satisfactory Academic Progress policy in this catalog);
- Maintain a 75% course completion rate in the most recent academic year;
- Complete at least twenty-four (24) credit hours in the most recently completed academic year;
- Maintain a 2.5 GPA or higher and;
- Receive a TEXAS Grant for no more than ninety (90) attempted semester credit hours.

Texas Educational Opportunity Grant (TEOG)

The TEOG Program pays tuition for students who meet the following program criteria:

- Maintain current Texas residency status;
- Graduated from an accredited high school;
- Apply for financial aid, have less than \$2,000 Estimated Family Contribution (EFC), and demonstrate financial aid;
- Enroll at least half-time;
- Be in the first thirty (30) attempted hours of a first certificate or degree plan program;
- Not have been convicted of a felony or crime involving a controlled substance; and
- Not be eligible for the TEXAS Grant Program.

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintained a 75% course completion rate in the most recent academic year;
- Maintained a 2.5 GPA or better; and
- Received a TEOG for no more than seventy-five (75) attempted semester credit hours.

Student Loan Programs

Direct Student Loans Programs (Subsidized and Unsubsidized)

Direct Student Loans are low-interest student loans certified by TSC and guaranteed by the federal government.

For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time. Unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle. Dependent students may borrow up to \$3,500 during their grade level one (1) year and up to \$4,500 in grade level two (2) in addition to \$2,000 of unsubsidized loans each year. Independent students can borrow up to the same level of subsidized amounts per grade level, and as additional \$6,000 in unsubsidized loan per year. Because subsidized loans are based on financial need, the Financial Aid Office establishes the amount students are eligible to borrow. Students must attend a counseling session concerning the loan, full repayment of which begins six (6) months after the student leaves school or drops below half-time status.

Federal Work-Study Program

The Federal Work-Study Program provides a job for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate is typically above current federal minimum wage. The amount of FWS awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. Students may not work more than nineteen (19) hours per week. FWS students are paid twice (2) per month and may pick up their checks at the Cashier's Office.

ADDS, DROPS AND WITHDRAWALS

Students should carefully consider all options before registering and changing their schedules. The registration period ends approximately a week before the first day of the term. A schedule change period is provided each semester prior to the start of the term. From the beginning of classes through the Census Date, changes made in courses will not appear on the official transcript. Students withdrawing after the Census Date will receive a grade of "W" during the withdrawal period. Official "W" recording dates are listed in the Academic Calendar.

It is very important to consider that:

- All class schedule adjustments must be recorded and officially processed by the Admissions and Records Office and may require approval from academic departments.
- Withdrawing from a class after the Census Date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. See "Drops and Withdrawals" below.
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying Student Financial Services offices of enrollment changes is not official notification to Texas Southmost College.
- No drops or withdrawals will be accepted by phone or over the Internet.

Add/Drop forms may be picked up in the Admissions and Records office.

Adds

Students may add courses during dates designated for schedule changes. Once the semester/session begins, students may not add a class.

Drops and Withdrawals

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Students are expected to be actively engaged in learning during enrollment at Texas Southmost College, attending class on the first day and throughout the semester.

Student Initiated Drops

Students may drop from a class only after meeting with a faculty member or advisor. An Add/Drop form must be submitted to the Admissions and Records Office for processing. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Three-Peat (Third-Attempt) Enrollment Ruling

Texas Southmost College s will charge a higher tuition rate to students registering the third (3) or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Developmental Education Enrollment Ruling (27-Hour Rule)

Texas Southmost College will charge a higher tuition rate to students registering for developmental education courses who have accumulated at least 27 hours of credit in developmental education courses. Developmental education courses include all courses that begin with a zero (0).

Six Course Drop Ruling

Students are limited to a total of six (6) course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- the student was able to drop without receiving a grade or incurring an academic penalty;
- the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- the student is not dropping the course in order to withdraw from the institution.

Students must visit the Admissions and Records Office to apply for a Six Drop Waiver. Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop.

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops will be awarded the grade earned at the end of the semester.

Official Withdrawals

A total withdrawal from Texas Southmost College is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal. Students may withdraw only after meeting with a faculty member or advisor.

To officially withdraw from Texas Southmost College students must:

- Resolve all financial obligations to Texas Southmost College.
- Submit withdrawal forms to the Admissions and Records office.

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, Texas Southmost College, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under Texas Southmost College guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, or
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Texas Southmost College shall provide a 100% refund with the presentation of military orders.

Reinstatement to Class

A student dropped for excessive absences resulting in lack of progress may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and submitted to the Admissions and Records Office. A reinstatement fee may apply.

STUDENT SERVICES

Advising Center

It is important that all students visit with an Academic Advisor on a regular basis. Your advisor will provide assistance with:

- Academic and admission advising
- Degree and certificate planning
- Assessment interpretation
- Information on academic programs
- Course placement and selection
- Registration assistance
- Assistance with dropping or withdrawing from a course
- Graduation requirements
- Referral to on-campus student services
- Referral to community services
- Change of major

Testing Center

Texas Southmost College requires assessment for each student in reading, writing, and mathematics to determine proper placement into college entry courses. The TSC Testing Center is committed to the success of our students and surrounding community by offering a variety of testing services that advance students' higher educational goals.

Transfer, Career and Employment Center

One of the best ways to ensure career success is to establish a clear focus on the career path you wish to pursue. Transfer, Career and Employment Center staff can guide you through college transfer planning, the career planning process, and securing employment upon graduation.

Transfer Planning

During their enrollment at Texas Southmost College, students are advised to fulfill the lower division requirements for the college or university program. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a representative from the Transfer, Career and Employment Center. Texas Southmost College makes every effort to aid students wishing to transfer; however, the student must consult with the senior college or university to ensure appropriate courses are taken at Texas Southmost College.

Transfer, Career and Employment Center staff also provide students with information concerning university admission requirements, degree program requirements, scholarships, housing, and university contact information. A transfer fair is held annually that provides students an opportunity to visit with university recruiters; and university transfer advisors from select institutions are scheduled each semester to advise prospective transfer students.

Career Planning

Career planning is an on-going process that takes time, energy, and commitment. It involves developing an awareness of your skills, abilities, values, strengths, interests; and learning about the various types of occupations that exists and what is required to accomplish your goals. The Transfer, Career and Employment Center offers career assessment tools to help match your skills, interests, personality, and values with various careers. Students who are undecided in their major are strongly recommended to start the career planning process early in their educational career.

Job Readiness

The Transfer, Career and Employment Center provides job readiness services to students and alumni. Students receive individualized services to develop job readiness skills, including effective resume writing, developing interviewing skills, employment referrals, and job market information.

Counseling Center

Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges.

Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file.

disABILITY Support Services

disABILITY Support Services support services provided to qualified students with learning, physical, developmental, mental and emotional disabilities who are attending Texas Southmost College. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities and facilities.

Support Services Include:

- Testing accommodations for placement testing and academic tests.
- Adaptive Technology: screen magnification, speech synthesized software, voice activated software, hearing amplification systems (FM systems), and more.
- Adaptive furniture.
- Readers, Scribes (writers), and Sign Language Interpreters.
- Campus and community referrals.
- Other appropriate academic modifications and disability-related information.

Individuals need to be eligible for accommodation services before the services will be approved and provided. To become eligible, an individual will need to:

- Arrange an intake appointment with the Counseling Center to review and approve the services. Be prepared to spend at least one hour to complete the initial intake appointment.
- Complete a Request for Services form.
- Provide current documentation for the disability for which services are requested. Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.

Approved accommodation services may be provided each semester if the eligible student informs the Access office that services are needed for the current term. Requests to continue approved services must be in writing and hand written notes or e-mail requests to the Access office are acceptable. It is not has successfully completed the Intake process, and the services have been approved by the Access office.

Student Activities

Texas Southmost College is committed to providing a campus climate that encourages students to participate in programs that promote academic and personal enrichment through the merging of classroom instruction and campus involvement. Through campus involvement, students gain valuable experiences and develop skills in leadership, management, interpersonal communication, problem solving and collaboration.

Student Identification

User ID and Password

User IDs and passwords provide security access to the online registration system and student email. Once a student is admitted to TSC, a default PIN is assigned. Students will then be able to log in and assign themselves a unique password.

Identification Card (Photo ID)

Students are required to have a Texas Southmost College ID. Students seeking a student photo ID must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid photo ID (such as a Texas driver's license) along with their class schedule to receive a college student photo ID. All students must present a student identification card for access to such services and activities as library usage, campus recreation facilities, special events, academic advisement, etc.

Public Safety

Campus Parking Regulations

If a student plans to park a vehicle on the campus, they must register the vehicle and display a current permit tag. Purchasing a parking permit does not guarantee a parking space but does authorize parking in designated parking areas under control of Texas Southmost College. Students may purchase a permit any time at the Cashier's Office during regular office hours. Only registered students are allowed to obtain parking permits.

Safety

The safety of students, faculty, staff and visitors is of vital concern to Texas Southmost College. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns by calling campus security. Texas Southmost College contracts with a security agency that works closely with local police.

Class Cancellations Due to Inclement Weather

Classes at Texas Southmost College may be cancelled due to inclement weather. Notification is made through local radio and TV stations, and on the College web site. If classes are cancelled due to inclement weather or other emergencies, attempts will be made to assure that classroom hours are rescheduled. Students will be notified through the Texas Southmost College Web site and through their TSC email account.

DIGITAL LEARNING ENVIRONMENT

Texas Southmost College fosters an environment where learning is an active process allowing students to engage in knowledge acquisition, application, creation, evaluation, and analysis. To meet the needs of its diverse learners and to prepare students for the technologies of the 21st century, TSC provides students with a fully digital experience offering traditional face-to-face courses. Learning materials, such as textbooks and supplemental resources are 100% digital whenever possible; however, all classes are offered with face-to-face instruction.

Educational Technologies and Curricular Innovation (ETCI)

Many students balance work and family responsibilities with their educational goals, so by offering affordable and easily accessible, web-based digital course learning materials, TSC students have more options available to them when receiving important class information and course content. The Office of Educational Technologies and Curricular Innovation (ETCI) supports the institution's teaching and learning activities providing students, faculty, and staff members with a reliable online technology platform, including:

- eTextbooks, learning materials that can be read on multiple displays - laptops, tablet readers, and smartphones
- MyLab, a personalized student learning experience
- Pearson Learning Studio, a cloud-based learning management system with advanced data analytics applications to monitor, analyze, and track trends in student performance
- Smarthinking, a live on-demand online tutorial service that offers vibrant interactive graphics
- Pearson Instructor Education services for faculty development

TSC Online

TSC Online, the College's electronic communication tool, connects current and prospective students, faculty and staff to online academic communities, delivers targeted content to diverse user groups and takes advantage of the TSC's robust information technology services to enhance learning, student services, campus life and outreach.

TSC Online provides faculty and students with access to online course content, discussion forums, journals, online tutoring, document sharing, chat, webliography postings, and live web conferencing. These enhanced TSC Online tools are available for courses; however, all courses are taught with face-to-face instruction.

Degrees and Certificates

Associate Degrees

- Accounting
- Architecture
- Art
- Automotive Technology
- Business
- Business Management and Technology
- Child Care and Development
- Commercial and Residential Electrician
- Computer-Aided Drafting Technology
- Computer Information Systems
- Computer Science
- Computer Web Development
- Criminal Justice
- Diagnostic Medical Sonography
- Emergency Medical Science
- Forensic Investigation
- General Studies
 - General Education Core
- Heating, Ventilation and Air Conditioning Technology
- Medical Laboratory Technology
- Medical Office Management
- Nursing
- Nursing – ADN - LVN Advanced Placement
 - Fall Candidates
 - Spring Candidates
- Paralegal Studies
- Radiologic Technology
- Respiratory Care Science
- Science
- Social Work
- Spanish Translation
- Teaching - 4th through 8th Grade Teaching
- Teaching - 8th through 12th Grade Teaching
- Teaching - Early Childhood through 6th Grade Teaching
- Teaching – Human Performance Early Childhood-12th Grade Teaching
- Technology

Certificate – Level One

- Accounting Technology
- Administrative Management
- Auto Body Repair Technology - Body Repair Specialist
- Auto Body Repair Technology - Refinishing Specialist
- Auto Mechanics Technology - Line Specialist
- Auto Mechanics Technology - Parts Specialist
- Auto Mechanics Technology - Repair Specialist
- Child Care and Development
- Commercial and Residential Electrician
- Computer-Aided Drafting Technology
- Computer Information Technology
- Computer Web Development
- Construction Technology
- Heating, Ventilation and Air Conditioning Technology
- Legal Assisting
- Medical Coding and Billing
- Microsoft Certified Specialist
- Office Management
- Plumbing Technology: Solar Thermal Technology

Certificate – Level Two

- Vocational Nursing-Fall
- Vocational Nursing-Spring

ACADEMIC STANDARDS

Attendance

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is expected of all students.

Students who are absent for any reason should always consult with their instructors. Course syllabi provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course for non-attendance.

Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced and faculty will clearly explain these policies in their syllabi.

Students who stop attending class for any reason should contact the instructor and the Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records office.

Grades

Grading System

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The grades used are:

Grade	Explanation	Quality Points per Semester Hour
A	90-100	4.00
B	80-89.99	3.00
C	70-79.99	2.00
D	60-69.99	1.00
F	Below 60 (Failure)	0.00
AU	Audit	Not used in computing GPA
I	Incomplete	Not used in computing GPA
P	Pass	Not used in computing GPA
CR	Credit	Not used in computing GPA
NR	No Grade Reported	Not used in computing GPA
W	Withdrawn	Not used in computing GPA
WM	Withdrawn Military	Not used in computing GPA
WS	Withdrawn, excluded from Academic Progress	Not used in computing GPA

Incomplete Grades

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I."

Grade Availability

At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the appropriate Dean regarding questions about grades.

Grade Changes

A student has a maximum of thirty (30) days from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. 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 student who believes that the grade received is incorrect should first schedule a conference with the instructor to resolve the issue. If the student is unable to reach an agreement with the instructor, the student may initiate the Texas Southmost College Grade Appeal process. When the instructor cannot be located in a timely manner by the student, the student should contact the appropriate Academic Dean.

Grade Point Average (GPA)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including AU, I, P, CR, NR, W, WM, WS) for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

For Example:

Course	Semester Hours	Quality Points	Grade Points
BIOL 1406	4	3.00 (B)	12
ENGL 1301	3	2.00 (C)	6
SPAN 1411	4	4.00 (A)	16
PSYC 2301	3	2.00 (C)	6
KINE 1104	1	4.00 (A)	4
Total	15		44

$$44 \div 15 = 2.93 \text{ GPA}$$

Repetition of Courses

Once a course is repeated, the most recent grade earned will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

Academic Standing and Probation

Acceptable scholastic performance, also known as "Good Standing," is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion.

Good Standing

Students are considered in Good Standing if they maintain a minimum overall GPA of 2.0, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time (end of a fall, spring, or summer semester term).

Academic Probation

- Students who begin any semester term in Good Standing, but fail to maintain a cumulative GPA of 2.0 or higher, are placed on Academic Probation. Notification of probationary status is communicated electronically through students' TSC email address.
- Students may re-enroll for one (1) semester term when placed on Academic probation, only after meeting with an Advisor.
- Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 or higher to remain enrolled while on Academic Probation.
- Academic Probation status is removed when students earn a semester and cumulative GPA of 2.0 or better.

Academic Dismissal (First or Second Academic Dismissal)

- If students on Academic Probation or Continued Academic Probation fail to earn a semester term GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive an email notification to their TSC email account.
- After remaining out for one (1) semester term (fall or spring) for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must continually earn a semester term GPA of 2.0 or above until Good Standing is reached to remain enrolled.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

In addition to the policies above, students may be required to reduce their course loads and/or participate in workshops or other academic success seminars designed to teach proven strategies for academic success.

Students receiving benefits from the Department of Veterans Affairs who fail to maintain Good Standing will be reported to the DVA Regional Office as making Unsatisfactory Progress.

Honors in Graduation

At the time of graduation, students earning an associate degree will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be based upon students' cumulative grade point average on all non-developmental undergraduate hours taken. If courses have been repeated, the last grade recorded will be used in determining grade point average. Honors are as follows:

- Summa cum laude: 3.900-4.000

- Magna cum laude: 3.700-3.899
- Cum laude: 3.500-3.699

GRADUATION

Texas Southmost College confers degrees and certificates three (3) times a year, at the end of Fall and Spring semesters and Summer sessions.

Texas Southmost College offers recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching
- Associate of Applied Science Degree
- Certificates

Graduation Application

To be awarded a degree or certificate, students should request preparation of a degree audit and file an Application for Graduation form after the completion of forty-five (45) semester credit hours toward a specific degree or at least fifteen (15) semester credit hours toward a certificate at Texas Southmost College. All candidates should list the catalog edition under which graduation is requested when completing the Application for Graduation form. One application is required for each degree or certificate requested.

Degree/Certificate Requirements

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a minimum cumulative GPA of 2.0 in all coursework completed at Texas Southmost College (excluding developmental-level coursework).
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Earn a grade of "C" or better for all degree requirements for the technical program major in Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at Texas Southmost College.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award.

Catalog Requirements

Students may submit an Application for Graduation form under the degree requirements of Texas Southmost College's:

- Current catalog, or
- Catalog in effect the date of first (1) enrollment at Texas Southmost College, as long as the student was in continual attendance (fall and spring) at Texas Southmost College.

Veterans must remain with the catalog of first (1) enrollment unless the change is approved by the Veterans Administration Office.

Students should refer to their degree plan to view and monitor their progress toward degree or certificate completion.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Application for Graduation form. Applications submitted after the deadline are processed with the next graduating class and diplomas/certificates reflect that date.

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that the Application for Graduation form is submitted or during the semester in which the degree is conferred. For example, a fall graduate may elect to participate in the graduation ceremony the following May or a candidate for graduation may participate in the May graduation ceremony preceding Summer completion. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (A.A.S.) graduate or Certificate completer, whose coursework began in the Fall 1993 semester or thereafter, is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine (9) tuition-free semester credit hours of additional skill training by Texas Southmost College under the conditions of this policy. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the A.A.S. Degree or Certificate in a technical program published in the Catalog (or their addenda).
- The graduate/completer must have completed the A.A.S. Degree or Certificate with a majority (75%) of the credits being earned at Texas Southmost College within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours MUST be completed at Texas Southmost College and must include the capstone course for the respective degree. For information on the capstone course, contact the respective academic department.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by Texas Southmost College.
- The graduate/completer must commence employment within six (6) months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry-level skills which were identified as program exit competencies as approved by the program advisory committee. The employer must specify the areas of deficiency within ninety (90) days of the graduate's/completer's initial employment.
- The employer, graduate/completer, and representatives of Texas Southmost College will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one (1) calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, and /or other course-related expenses.
- The student's sole remedy against Texas Southmost College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.

AA, AS, AAT Transferability

Texas Southmost College and senior colleges and universities work closely to ensure a smooth transition from Texas Southmost College to senior colleges' baccalaureate degree programs.

During their enrollment at Texas Southmost College, students are advised to fulfill the lower-division requirements for college or university programs. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a Texas Southmost College Advisor.

Texas Southmost College has established Articulation Agreements with a number of senior colleges and universities. These agreements describe partnerships to facilitate the transfer process and may include:

- Joint Admissions Agreements
- Transfer Plans
- Transfer Guides for Specific Majors
- Core Curriculum Equivalences
- Course Equivalency Tables
- Reverse Transfer Agreements

The agreements allow students to identify which courses may be taken at Texas Southmost College to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of sixty-six (66) transfer credit hours in lower-division general education and specific field of study curriculum courses.

Students are encouraged to visit the Texas Southmost College Office of Transfer, Career and Employment to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. University admissions representatives and transfer advisors from select institutions are scheduled each semester to advise prospective transfer students at Texas Southmost College.

Reverse Transfer Degree

Students who transfer from Texas Southmost College to another Texas college or university may qualify for an Associate's Degree. The Reverse Transfer Degree Program is designed for students who have accumulated 25% of the Associate degree (usually 15 credit college-level credit hours) at Texas Southmost College and who have subsequently completed the Texas Southmost College degree requirements at the transfer institution. Earned hours must include the courses required by the Texas Higher Education Act as set forth in Subchapter F, sections 51.301 and 51.302 (six [6] semester hours in U.S./Texas government and six [6] hours in U.S./Texas history).

Students seeking the Reverse Transfer Degree must:

- Submit a reverse transfer degree application for graduation to Texas Southmost College.
- Submit an official transcript from a public Texas college or university indicating the award of a baccalaureate degree.