

SCHOLASTIC REGULATIONS

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

A student transferring from another accredited college or university is eligible for admission if the student is eligible for readmission to the institution previously attended. Students who are on academic or disciplinary suspension from the last institution attended will be admitted to the College on a probationary status for one term only and will be blocked from further registration until term grades illustrating positive scholastic progress are available. Transfer students must comply with the Standards of Scholastic Progress. Credits for courses in which a passing grade, "C" or better, has been earned may be transferred to South Texas College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or any other non-degree credit course, cannot be used in determining grade point averages.

Coursework completed at a college outside the United States should be evaluated by an American Association of Collegiate Registrars and Admissions Officers (AACRAO) approved evaluating service. A list of such services is available at the Office of Admissions and Records. A course-by-course evaluation of a transcript which has been translated to English will be completed by appropriate personnel as needed for a degree plan or program planning in the enrollment process. Courses transferred will be posted to the student's South Texas College transcript as earned hours.

TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

Lower-division courses included in the ACADEMIC COURSE GUIDE MANUAL and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by

any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL - A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised SPRING 2005). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

For senior four-year institutions, lower division courses that have the same course content and Texas Common Course Numbering System (TCCNS) codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

For information regarding transferability of courses to institutions outside of Texas, students should check with the institution receiving the credit.

TRANSCRIPTS FROM OTHER INSTITUTIONS

South Texas College does not issue copies of transcripts (high school or university) or other documents received from other institutions.

Notice

As permitted under section 99.34 (a)(1)(ii) of the Family Educational Rights and Privacy Act of 1974 as amended, and upon the request of The University of Texas-Pan American, South Texas College will forward educational records to UT-Pan American for students who seek or intend to enroll there.

TRANSFER DISPUTES

If course credit earned by a student at another institution of higher education in Texas is not accepted by South Texas College, or if course credit earned by a student of South Texas College is not accepted by another institution of higher education in Texas, the student and the transferring institution will receive written notice that the transfer of the course is denied. Both STC and the other institution along with the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules. If the transfer is not resolved to the satisfaction of the student, or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution denying transfer will notify the commissioner of higher education of its denial and the reason for denial. The commissioner of higher education or the commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and will give written notice of the determination to the involved student and institutions.

ORIENTATION 101 (COLLEGE SUCCESS)

This course helps the student to determine a personal learning style, manage time and money, memorize information, read textbooks for maximum learning, take effective class notes, take tests, think critically, communicate, develop a career plan, write a resume, and dress and interview successfully for employment. This course is a requirement for all first-time developmental students who have not passed all sections of an Alternative Exam (THEA). This course is also required for all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI exempt.

CHANGE OF SCHEDULE

Students must use a drop/add form for all schedule changes once classes have begun. If the request originates with the student, the change must be completed within the time specified in the college calendar. A one-time fee of \$25 will be charged. The College reserves the right to make changes in a student's schedule; when this occurs, no fee is charged.

Within the parameters of the calendar in effect, student may drop a course. A grade of "W" (Withdrawn) may be received. Refer to the academic calendar for information concerning withdrawal dates.

Students who are Texas Success Initiative (TSI) mandated to attend a developmental course(s) must remain in at least one developmental course unless they plan to withdraw from the College. Students who are required to enroll in two or three developmental courses may not drop developmental courses without approval of the Office of Student Support Services. Upon re-enrollment, the student must enroll in developmental courses as approved by the Office of Student Support Services.

All changes in schedule, including adding and dropping courses, must be arranged by the student in writing. Changes are not official until all steps in the process have been completed. Records of withdrawal and re-enrollment will be maintained.

ACADEMIC TRANSFERABLE COURSES

The following STC academic courses are transferable in accordance to the Texas Common Course Numbering System. Four-year institutions determine which courses will be required for degrees at their institution.

(Last modified: June 15, 2005)

ACCOUNTING

- ◆ ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING
- ◆ ACCT 2402 PRINCIPLES OF MANAGERIAL ACCOUNTING

ANTHROPOLOGY

- ◆ ANTH 2301 PHYSICAL ANTHROPOLOGY
- ◆ ANTH 2302 INTRODUCTION TO ARCHEOLOGY
- ◆ ANTH 2346 GENERAL ANTHROPOLOGY
- ◆ ANTH 2351 CULTURAL ANTHROPOLOGY

ART

- ◆ ARTS 1301 ART APPRECIATION
- ◆ ARTS 1303 ART HISTORY I
- ◆ ARTS 1304 ART HISTORY II
- ◆ ARTS 1311 DESIGN I
- ◆ ARTS 1312 DESIGN II
- ◆ ARTS 1316 DRAWING I
- ◆ ARTS 1317 DRAWING II
- ◆ ARTS 2316 PAINTING I
- ◆ ARTS 2317 PAINTING II
- ◆ ARTS 2323 DRAWING III
- ◆ ARTS 2324 DRAWING IV
- ◆ ARTS 2326 SCULPTURE I
- ◆ ARTS 2327 SCULPTURE II
- ◆ ARTS 2333 PRINTMAKING I
- ◆ ARTS 2334 PRINTMAKING II
- ◆ ARTS 2341 ART METALS / JEWELRY DESIGN I
- ◆ ARTS 2342 ART METALS / JEWELRY DESIGN II
- ◆ ARTS 2346 CERAMICS I
- ◆ ARTS 2347 CERAMICS II
- ◆ ARTS 2348 DIGITAL ART I
- ◆ ARTS 2349 DIGITAL ART II
- ◆ ARTS 2356 PHOTOGRAPHY I (Fine Arts Emphasis)
- ◆ ARTS 2357 PHOTOGRAPHY II (Fine Arts Emphasis)

BIOLOGY

- ◆ BIOL 1322 NUTRITION AND DIET THERAPY
- ◆ BIOL 1408 GENERAL BIOLOGY I
- ◆ BIOL 1409 GENERAL BIOLOGY II
- ◆ BIOL 1411 GENERAL BOTANY
- ◆ BIOL 1413 GENERAL ZOOLOGY
- ◆ BIOL 2306 ENVIRONMENTAL BIOLOGY (formerly BIOL 2406)
- ◆ BIOL 2320 MICROBIOLOGY FOR THE FOOD SERVICES

- ◆ BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES
- ◆ BIOL 2401 ANATOMY & PHYSIOLOGY I
- ◆ BIOL 2402 ANATOMY & PHYSIOLOGY II
- ◆ BIOL 2421 MICROBIOLOGY
- ◆ BIOL 2428 COMPARATIVE VERTEBRATE ANATOMY

BUSINESS

- ◆ BUSI 1301 BUSINESS PRINCIPLES
- ◆ BUSI 2301 BUSINESS LAW

CHEMISTRY

- ◆ CHEM 1411 GENERAL CHEMISTRY I
- ◆ CHEM 1412 GENERAL CHEMISTRY II
- ◆ CHEM 2423 ORGANIC CHEMISTRY I
- ◆ CHEM 2425 ORGANIC CHEMISTRY II

COMMUNICATIONS

- ◆ COMM 2311 NEWS GATHERING & WRITING I
- ◆ COMM 2315 NEWS GATHERING & WRITING II

COMPUTER SCIENCE

- ◆ BCIS 1332 COBOL PROGRAMMING
- ◆ BCIS 2332 ADVANCED COBOL PROGRAMMING
- ◆ COSC 1301 MICROCOMPUTER APPLICATIONS
- ◆ COSC 1309 LOGIC DESIGN
- ◆ COSC 1315 FUNDAMENTALS OF PROGRAMMING
- ◆ COSC 1320 C PROGRAMMING I (formerly COSC 1420)
- ◆ COSC 1430 COMPUTER PROGRAMMING
- ◆ COSC 2315 DATA STRUCTURES
- ◆ COSC 2325 COMPUTER ORGANIZATION AND MACHINE LANGUAGE
- ◆ COSC 2330 ADVANCED STRUCTURED LANGUAGES

CRIMINAL JUSTICE

- ◆ CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE
- ◆ CRIJ 1306 COURT SYSTEMS AND PRACTICES
- ◆ CRIJ 1307 CRIME IN AMERICA
- ◆ CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW
- ◆ CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES
- ◆ CRIJ 2328 POLICE SYSTEMS AND PRACTICES

DANCE

- ♦ DANC 1210 TAP DANCE
- ♦ DANC 1241 BALLET I
- ♦ DANC 1242 BALLET II
- ♦ DANC 1245 MODERN DANCE
- ♦ DANC 1247 JAZZ DANCE I
- ♦ DANC 1248 JAZZ DANCE II
- ♦ DANC 1253 SPANISH BALLET I
- ♦ DANC 2303 DANCE APPRECIATION

DRAMA

- ♦ DRAM 1310 DRAMA APPRECIATION
- ♦ DRAM 1351 ACTING I

ECONOMICS

- ♦ ECON 2301 PRINCIPLES OF ECONOMICS I-MACRO
- ♦ ECON 2302 PRINCIPLES OF ECONOMICS II-MICRO

EDUCATION

- ♦ EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION
- ♦ EDUC 1325 PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION
- ♦ EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS
- ♦ TECA 1303 FAMILY, SCHOOL AND COMMUNITY
- ♦ TECA 1311 EDUCATING YOUNG CHILDREN
- ♦ TECA 1318 WELLNESS OF THE YOUNG CHILD
- ♦ TECA 1354 CHILD GROWTH AND DEVELOPMENT

ENGINEERING

- ♦ ENGR 1101 INTRODUCTION TO ENGINEERING
- ♦ ENGR 2301 STATICS
- ♦ ENGR 2302 DYNAMICS
- ♦ ENGR 2430 DIGITAL SYSTEMS ENGINEERING I

ENGLISH

- ♦ ENGL 1301 COMPOSITION
- ♦ ENGL 1302 COMPOSITION II - RHETORIC
- ♦ ENGL 2307 CREATIVE WRITING I
- ♦ ENGL 2308 CREATIVE WRITING II
- ♦ ENGL 2311 TECHNICAL WRITING
- ♦ ENGL 2321 BRITISH LITERATURE
- ♦ ENGL 2326 AMERICAN LITERATURE
- ♦ ENGL 2331 WORLD LITERATURE
- ♦ ENGL 2341 INTRODUCTION TO LITERATURE
- ♦ ENGL 2342 STUDIES IN THEMES AND GENRES
- ♦ ENGL 2389 ACADEMIC COOPERATIVE IN ENGLISH

GEOGRAPHY

- ♦ GEOG 1301 PRINCIPLES OF PHYSICAL GEOGRAPHY

GEOLOGY

- ♦ GEOL 1403 PHYSICAL GEOLOGY
- ♦ GEOL 1404 HISTORICAL GEOLOGY
- ♦ GEOL 1447 METEOROLOGY

GOVERNMENT

- ♦ GOVT 2301 AMERICAN GOVERNMENT I
- ♦ GOVT 2302 AMERICAN GOVERNMENT II
- ♦ GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE
- ♦ GOVT 2311 MEXICAN-AMERICAN POLITICS
- ♦ GOVT 2389 ACADEMIC COOPERATIVE IN GOVERNMENT

HISTORY

- ♦ HIST 1301 UNITED STATES HISTORY I
- ♦ HIST 1302 UNITED STATES HISTORY II
- ♦ HIST 2311 WESTERN CIVILIZATION I
- ♦ HIST 2312 WESTERN CIVILIZATION II
- ♦ HIST 2321 WORLD CIVILIZATIONS I
- ♦ HIST 2322 WORLD CIVILIZATIONS II
- ♦ HIST 2327 MEXICAN AMERICAN HISTORY I
- ♦ HIST 2328 MEXICAN AMERICAN HISTORY II

HUMANITIES

- ♦ HUMA 1301 INTRODUCTION TO THE HUMANITIES I
- ♦ HUMA 1302 INTRODUCTION TO THE HUMANITIES II
- ♦ HUMA 1305 INTRODUCTION TO MEXICAN-AMERICAN STUDIES
- ♦ HUMA 1311 MEXICAN-AMERICAN FINE ARTS APPRECIATION
- ♦ HUMA 1315 FINE ARTS APPRECIATION
- ♦ HUMA 2319 AMERICAN MINORITY STUDIES
- ♦ HUMA 2323 WORLD CULTURES

KINESIOLOGY

- ♦ KINE 1101 FITNESS AND MOTOR DEVELOPMENT I
- ♦ KINE 1103 WEIGHT TRAINING AND CONDITIONING I
- ♦ KINE 1104 WEIGHT TRAINING AND CONDITIONING II
- ♦ KINE 1105 BADMINTON
- ♦ KINE 1107 BASKETBALL I

♦KINE	1109	BOWLING I
♦KINE	1110	BOWLING II
♦KINE	1111	FLAG FOOTBALL I
♦KINE	1113	GOLF I
♦KINE	1114	GOLF II
♦KINE	1115	KARATE I
♦KINE	1116	KARATE II
♦KINE	1119	RACQUETBALL I
♦KINE	1120	RACQUETBALL II
♦KINE	1121	SOCCER I
♦KINE	1123	SOFTBALL I
♦KINE	1125	SWIMMING I
♦KINE	1126	SWIMMING II
♦KINE	1127	TENNIS I
♦KINE	1128	TENNIS II
♦KINE	1129	VOLLEYBALL I
♦KINE	1131	YOGA AND FLEXIBILITY TRAINING
♦KINE	1132	SELF DEFENSE AND PERSONAL SAFETY
♦KINE	1133	OUTDOOR ADVENTURE TRAINING
♦KINE	1149	TEAM SPORTS I
♦KINE	1150	TEAM SPORTS II
♦KINE	1151	FITNESS AND WELLNESS I
♦KINE	1210	AEROBIC DANCE I
♦KINE	1211	AEROBIC DANCE II
♦KINE	1251	BEGINNING SCUBA
♦KINE	1252	SCUBA II
♦KINE	1253	LIFEGUARD TRAINING
♦KINE	1301	INTRODUCTION TO KINESIOLOGY
♦KINE	1304	PERSONAL HEALTH AND WELLNESS
♦KINE	1305	COMMUNITY AND ENVIRONMENTAL HEALTH
♦KINE	1306	FIRST AID AND SAFETY
♦KINE	1308	SPORTS OFFICIATING I
♦KINE	1309	SPORTS OFFICIATING II
♦KINE	1321	TECHNIQUES OF COACHING SPORTS I
♦KINE	1322	TECHNIQUES FOR COACHING SPORTS II
♦KINE	1331	KINESIOLOGY FOR ELEMENTARY SCHOOL
♦KINE	1346	DRUG USE AND ABUSE IN SOCIETY
♦KINE	2255	WATER SAFETY INSTRUCTOR
♦ROTC	1201	MARKSMANSHIP AND FIRST AID
♦ROTC	1202	SURVIVAL AND LAND NAVIGATION TRAINING
♦ROTC	3202	ADVANCED ARMY PHYSICAL DEVELOPMENT

MATHEMATICS

♦MATH	1316	PLANE TRIGONOMETRY
♦MATH	1324	FINITE MATHEMATICS
♦MATH	1332	CONTEMPORARY MATHEMATICS
♦MATH	1350	FUNDAMENTALS OF MATHEMATICS I
♦MATH	1351	FUNDAMENTALS OF MATHEMATICS II
♦MATH	1414	COLLEGE ALGEBRA
♦MATH	1425	BUSINESS CALCULUS
♦MATH	1442	STATISTICS
♦MATH	2412	PRECALCULUS ALGEBRA AND TRIGONOMETRY
♦MATH	2413	CALCULUS I
♦MATH	2414	CALCULUS II
♦MATH	2415	CALCULUS III
♦MATH	2418	LINEAR ALGEBRA
♦MATH	2420	DIFFERENTIAL EQUATIONS

MUSIC

♦MUAP	1201	APPLIED VIOLIN
♦MUAP	1202	APPLIED VIOLA
♦MUAP	1203	APPLIED CELLO
♦MUAP	1204	APPLIED DOUBLE BASS
♦MUAP	1205	APPLIED FLUTE
♦MUAP	1206	APPLIED CLARINET
♦MUAP	1207	APPLIED SAXOPHONE
♦MUAP	1208	APPLIED TRUMPET
♦MUAP	1209	APPLIED FRENCH HORN
♦MUAP	1210	APPLIED TROMBONE
♦MUAP	1211	APPLIED BARITONE
♦MUAP	1212	APPLIED OBOE
♦MUAP	1213	APPLIED BASSOON
♦MUAP	1214	APPLIED TUBA
♦MUAP	1215	APPLIED PERCUSSION
♦MUAP	1216	APPLIED GUITAR
♦MUAP	1217	APPLIED PIANO
♦MUAP	1218	APPLIED VOICE
♦MUEN	1121	BAND ENSEMBLE
♦MUEN	1131	MARIACHI ENSEMBLE
♦MUEN	1141	CHOIR ENSEMBLE
♦MUSI	1181	PIANO CLASS I
♦MUSI	1182	PIANO CLASS II
♦MUSI	1183	VOICE CLASS I
♦MUSI	1184	VOICE CLASS II
♦MUSI	1192	GUITAR CLASS
♦MUSI	1193	GUITAR CLASS II
♦MUSI	1301	FUNDAMENTALS OF MUSIC
♦MUSI	1306	MUSIC APPRECIATION
♦MUSI	1308	MUSIC LITERATURE I

- ◆MUSI 1309 MUSIC LITERATURE II
- ◆MUSI 1311 MUSIC THEORY I
- ◆MUSI 1312 MUSIC THEORY II
- ◆MUSI 2181 PIANO CLASS III
- ◆MUSI 2182 PIANO CLASS IV
- ◆MUSI 2183 VOICE CLASS III
- ◆MUSI 2184 VOICE CLASS IV
- ◆MUSI 2311 MUSIC THEORY III
- ◆MUSI 2312 MUSIC THEORY IV

PHILOSOPHY

- ◆PHIL 1301 INTRODUCTION TO PHILOSOPHY
- ◆PHIL 1304 INTRODUCTION TO WORLD RELIGIONS
- ◆PHIL 2303 INTRODUCTION TO LOGIC
- ◆PHIL 2306 INTRODUCTION TO ETHICS
- ◆PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY

PHYSICAL SCIENCES

- ◆PHYS 1401 COLLEGE PHYSICS I
- ◆PHYS 1402 COLLEGE PHYSICS II
- ◆PHYS 1411 INTRODUCTORY ASTRONOMY I
- ◆PHYS 1412 INTRODUCTORY ASTRONOMY II
- ◆PHYS 1415 PHYSICAL SCIENCE I
- ◆PHYS 1417 PHYSICAL SCIENCE II
- ◆PHYS 2425 UNIVERSITY PHYSICS I
- ◆PHYS 2426 UNIVERSITY PHYSICS II

PSYCHOLOGY

- ◆PSYC 2301 GENERAL PSYCHOLOGY
- ◆PSYC 2302 APPLIED PSYCHOLOGY
- ◆PSYC 2306 HUMAN SEXUALITY
- ◆PSYC 2307 ADOLESCENT PSYCHOLOGY
- ◆PSYC 2308 CHILD PSYCHOLOGY
- ◆PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT
- ◆PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT
- ◆PSYC 2316 PSYCHOLOGY OF PERSONALITY
- ◆PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY
- ◆PSYC 2319 SOCIAL PSYCHOLOGY

SIGN LANGUAGE (AMERICAN)

- ◆SGNL 1301 BEGINNING AMERICAN SIGN LANGUAGE I
- ◆SGNL 1302 BEGINNING AMERICAN SIGN LANGUAGE II

- ◆SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I
- ◆SGNL 2302 INTERMEDIATE AMERICAN SIGN LANGUAGE II

SOCIOLOGY

- ◆SOCI 1301 INTRODUCTORY SOCIOLOGY
- ◆SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS
- ◆SOCI 2301 MARRIAGE AND THE FAMILY
- ◆SOCI 2319 MINORITY STUDIES

SPANISH

- ◆SPAN 1300 BEGINNING SPANISH CONVERSATION I
- ◆SPAN 1310 BEGINNING SPANISH CONVERSATION II
- ◆SPAN 1311 BEGINNING SPANISH I-NON SPANISH SPEAKERS
- ◆SPAN 1312 BEGINNING SPANISH II-NON SPANISH SPEAKERS
- ◆SPAN 1505 INTENSIVE BEGINNING SPANISH
- ◆SPAN 2306 INTERMEDIATE CONVERSATIONAL SPANISH
- ◆SPAN 2311 INTERMEDIATE SPANISH I
- ◆SPAN 2312 INTERMEDIATE SPANISH II
- ◆SPAN 2313 SPANISH FOR SPANISH SPEAKERS I
- ◆SPAN 2315 SPANISH FOR SPANISH SPEAKERS II
- ◆SPAN 2316 CAREER SPANISH I
- ◆SPAN 2317 CAREER SPANISH II
- ◆SPAN 2321 INTRODUCTION TO SPANISH LITERATURE I
- ◆SPAN 2322 INTRODUCTION TO SPANISH LITERATURE II
- ◆SPAN 2323 INTRODUCTION TO LATIN AMERICAN LITERATURE
- ◆SPAN 2324 SPANISH CULTURE
- ◆SPAN 2389 ACADEMIC COOPERATIVE

SPEECH

- ◆SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION
- ◆SPCH 1315 PUBLIC SPEAKING
- ◆SPCH 1318 INTERPERSONAL COMMUNICATIONS
- ◆SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING
- ◆SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION
- ◆SPCH 2335 ARGUMENTATION AND DEBATE

WITHDRAWAL FROM SEMESTER

CREDIT COURSES

Initiation of Withdrawal

Withdrawal from a course results in a grade of “W” and may be affected through action taken by the affected student, the course instructor, the instructor’s immediate supervisor, or the appropriate administrator.

A student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a drop form from the Office of Admissions and Records or any Student Information Center. The form must be turned in to the Office of Admissions and Records prior to the published deadline for withdrawals. Students who are failing a course and have not withdrawn as of the established deadline will receive an “F”. A student who is not progressing satisfactorily toward completion of course objectives due to non-attendance may be withdrawn from the course by the instructor.

It is the student’s responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student’s failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of “F” in the course. Instructors are authorized, but not required, to withdraw students that in their opinion are not able to successfully complete a course. A student may appeal an instructor-initiated withdrawal.

Course withdrawals may occur at any time after the official reporting date of a semester and up to the established deadline for withdrawals in each semester. The established deadline will be approximately three weeks prior to the end of each semester. The specific deadline will be published in a timely manner in the appropriate College publications.

COURSE LOAD

A full-time student is defined to be a student enrolled in 12 or more semester hours. The normal course load during the regular semester is five courses equal to 15 to 17 semester hours. The normal course load for each Summer term is two courses totalling six to eight semester hours.

BASIC SKILLS TEST

The Texas State Education Code requires that all students be tested for reading, writing, and mathematics skills. All full-time or part-time students enrolled in a degree program or certificate program that deviates from their certificate degree plan and students in high school enrolling in a college-level course **MUST** take an Alternative exam (ACCUPLACER, ASSET, COMPASS, or THEA) **before enrolling in any college-level credit coursework**. For more information about placement testing and Alternative exam (THEA), refer to the TSI section located in the Admissions Guidelines chapter of this catalog.

Students scoring below college level in their basic skills (reading, writing, mathematics) must be **“continuously”** enrolled in developmental coursework for any section of an Alternative exam (ACCUPLACER, ASSET, COMPASS, or THEA) not passed.

Students who require developmental coursework activity, but do not register for developmental coursework, will be required to drop academic courses in which they were enrolled.

CREDIT BY EXAMINATION

Credit given by examination may be earned in all technical courses. Students who have been given grades other than a “W” in the course are eligible for credit by examination unless the course is otherwise unavailable and is required for graduation. Grades for credit by examination are recorded as credit and are not considered in computing grade point averages. The minimum

passing score for credit by examination is 80.

Credit earned by students not yet enrolled at STC are held in escrow until the student earns six traditional credit hours at STC. Students may earn no more than 15 credit hours by examination. Credit awarded for testing at South Texas College may or may not meet minimum requirements for credit at other institutions. It is the student's responsibility to check with the school they plan on attending to verify transfer requirements.

Cost of Credit by examination is tuition only (based on the student's residency status). The tuition cost for the course must be paid to the Business Office and a receipt presented to the instructor before the student is permitted to take the examination. The instructor must submit the credit by examination form and a copy of the exam to the Office of Admissions & Records.

College Entrance Examination Board (CEEB)

High school seniors anticipating advanced placement through CEEB Advanced Placement should make arrangements with their counselors to take the proper examination. This should be far enough in advance of their first college semester for their scores to be received by the college and to be evaluated before the first registration period begins. A student must have taken the CEEB within the last five (5) years in order to receive credit.

<i>Required scores for CEEB credit</i>			
Subject	Min. Score	STC Course	Hrs. Credit
Biology	3	BIOL 1408, 1409	8
Environ. Science	3	BIOL 2306	3
Chemistry Science (A)	3	CHEM 1411, 1412	8
Computer Science (A)	3	COSC 1301	3
Economics (Macro)	3	ECON 2301	3
Economics (Micro)	3	ECON 2302	3
Eng. Lang./Comp.	3	ENGL 1301,1302	6
Eng. Lang./Comp.	3	ENGL 1301	3
Eng. Lang./Comp.	4	ENGL 1301,2341	6
American History	3	HIST 1301,1302	6
European History	3	HIST 2311,2312	6
Math (AB Cal.)	3	MATH 2413	4
Math (BC Cal.)	4	MATH 2413,2414	8
Physics	3	PHYS 1401,1402	8
Political Science	3	GOVT 2301,2302	3
Spanish Lang./Lit.	3	SPAN 2313	3
Spanish Lang./Lit.	4	SPAN 2313,1315	6

College Level Examination Program (CLEP)

CLEP Subject Examinations are standardized, 90-minute, multiple-choice tests designed for credit-granting purposes in specific areas. The exams are given by arrangement, and one or two tests can be taken in one day of testing. For a list of test dates, visit the Testing Center. In preparing for the test, the examinee may purchase a publication titled *The Official Student Guide for the CLEP Examinations*, available in the bookstore, or order one from the College Board using the order form attached to the CLEP Registration Admission Form.

An examinee does not have to be enrolled at STC to take a CLEP test on campus; however, no STC credit will be posted to a transcript until the student officially enrolls and earns six (6) hours of academic credit. A student must have taken the CLEP exam within the last five (5) years in order to receive credit.

Individuals planning on transferring to other institutions may take the exams at this center. However, the individual is responsible for checking with the institution at which he or she is planning to enroll to verify which CLEP tests are accepted for credit.

Required scores for CLEP Subject Examination credit			
Subject	Min. Score	STC Course	Hrs. Credit
Info. Systems & Comp. Apps.	50	COSC 1301	3
Accounting	50	ACCT 2401,2402	8
Biology	50	BIOL 1408,1409	8
Business Law	50	BUSI 2301	3
Chemistry	50	CHEM 1411,1412	8
Economics/ Micro.	50	ECON 2302	3
Economics/ Macro.	50	ECON 2301	3
Compostition	50	ENGL 1301	3
Composition	50	ENGL 1302	3
French Language	50	FREN 1311,1312	6
Spanish	50	SPAN 2313,2315	6
Analy. & Interp. of Lit.	50	ENGL 2341	3
American Lit.	50	ENGL 2326	3
English Lit.	50	ENGL 2321	3
American History	50	HIST 1301,1302	6
Western Civ.	50	HIST 2311	3
Western Civ.	50	HIST 2311,2312	6
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2413,2414	8
Poli. Sci.	50	GOVT 2301	3
Psychology	50	PSYC 2301	3
Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1332	3

GRADING SYSTEM

The following grading system is used at South Texas College:

<u>Grade</u>	<u>Interpretation</u>	<u>Grade Points per Semester Hour</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
W	Withdraw	Not Computed
AUD	Audit	Not Computed
CR	Credit Given for	Not Computed
N	Non-Credit	Not Computed
S	Passing	Not Computed
P	Passing	Not Computed
NP	Not Passing	Not Computed
IP	In Progress	Not Computed

Certain grades are utilized in particular courses. Each course syllabi will indicate the grades that may be issued in the course.

The instructor may give an "I" due to student illness or other unavoidable circumstances. The student must successfully complete the work required within one full semester (fall or spring) after the semester in which an "I" was given, or receive an "F" or "NP" for the course.

With the exception of the "I", all grades are considered final unless College error is involved. In the event of a grade dispute, an appeal process is provided.

South Texas College accepts the responsibility to establish and maintain standards of excellence in the courses taught and to subscribe to the following principles:

1. We recognize the need for consistency and fairness in the evaluation of student performance.
2. We fully recognize the need to maintain public confidence in the academic integrity of the College.

SCHOLASTIC PROGRESS STANDARDS

In an effort to promote student success, South Texas College has established categories of students based on the student's Texas Success Initiative (TSI) status. STC defines TSI statuses as follows:

- ▶ TSI College Ready students as students who have passed all sections of an Alternative Exam; i.e., ACCUPLACER, ASSET, COMPASS, THEA.
- ▶ TSI Exempt students are defined as students who:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a.)ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
 - b.)Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the

assessment required under this title for those corresponding sections.

4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one-year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
10. Are non-degree-seeking or non-certificate-seeking student.
 - ▶ TSI Non-College Ready students are defined as students who have not met all TSI requirements.
 - ▶ TSI Non-Exempt students are defined as students, who have not met all TSI requirements and are not enrolled in a TSI Exempt certificate program.

TSI students will be determined to be TSI College Ready, TSI Exempt, TSI Non-College, or TSI Non-Exempt based upon the TSI Exemption as

it applies to STC policies and procedures. TSI Exemptions are defined at the following website: http://www.theccb.state.tx.us/cbrules/tac3.cfm?Chapter_ID=4&Subchapter=C#4.54

TSI COLLEGE READY AND TSI EXEMPT STUDENTS

Students are expected to meet certain minimal academic standards for coursework completed at South Texas College. Students who fail to maintain a cumulative grade point average of 2.00 (C average) are considered scholastically deficient and will be placed on academic probation or suspension as appropriate. All grade points earned by a student will be included in the computation of the current semester grade point average. All grade points earned by a student, will be included in the computation of the cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The Academic Probation and Suspension Policy for students attending the College is as follows:

Level of

<u>Academic Status</u>	<u>GPA Criteria</u>
• Good Standing	Cumulative GPA is 2.00 or above
• Placed on Academic Probation	Cumulative GPA has dropped below 2.00
• Continued on Academic Probation	Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above
• Academic Suspension	Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

Academic probation or suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester and cumulative grade point average. Academic suspension shall last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

A student on academic suspension who raises the cumulative GPA to 2.00 or higher can be reinstated in good standing following application to the Office of Admissions and Records. Removal from suspension can be most effectively accomplished by re-enrolling for courses in which the student has a low or failing grade.

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Scholastic Appeals Committee in care of the Counseling and Advisement Center.

All students are responsible for knowing whether they are eligible to continue at the College. An ineligible student who nevertheless registers shall be dropped and cannot attend classes. Students shall not receive special consideration for lack of knowledge of scholastic status, regardless of whether the student registered and paid fees.

TSI NON-COLLEGE READY AND TSI NON-EXEMPT STUDENTS

Students who are not TSI College Ready will not be allowed to register for any junior or senior level coursework until they become TSI College Ready.

The Early Academic Alert, Mandatory Intervention, and Suspension Policy for TSI Non-College ready and TSI Non-Exempt students attending the College is as follows:

Level of

<u>Academic Status</u>	<u>GPA Criteria</u>
• Good Standing	Cumulative GPA is 2.00 or above
• Early Academic Alert	Cumulative or current semester GPA below 2.00
• Mandatory Intervention	Previously on Early Academic Alert and current semester GPA is below 2.00
• Academic Suspension	Previously on Mandatory Intervention and current semester GPA is below 2.00

Good Standing, Early Academic Alert, Mandatory Intervention, and Academic Suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester grade point average, including developmental studies and College Success coursework. Academic suspension shall last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

A student on academic suspension who raises their cumulative GPA to 2.00 or higher can be reinstated in good standing following application to the Office of Admissions and Records. Removal from suspension can be most effectively accomplished by re-enrolling for courses in which the student has a low or failing grade.

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Scholastic Appeals Committee in care of the Counseling and Advisement Center.

All students are responsible for knowing whether they are eligible to continue at the College. An ineligible student who nevertheless registers shall be dropped and cannot attend classes.

Students shall not receive special consideration for lack of knowledge of scholastic status, regardless of whether the student registered and paid fees.

DEVELOPMENTAL STUDIES PROGRAM

South Texas College offers students the opportunity to develop college-level skills in mathematics, reading, writing and college success. Based on the results of an Alternative Exam; i.e., ACCUPLACER, ASSET, COMPASS, and/or THEA, students are placed in the appropriate Developmental Studies courses if the courses are required. Students who do not pass one of the state-required Alternative Exam(s) must continue to remain in Developmental Studies courses (in which deficiencies have been identified) until they pass all three sections of an Alternative Exam. Failure to remain in a Developmental Studies course will result in the students' compulsory withdrawal from all college courses.

The Student Success Centers are another means by which Developmental Studies students receive individualized tutoring in most subject areas. The Student Success Centers are also equipped with computer, printers and software for those students who need to work on college papers or prepare for an Alternative Exam (ACCUPLACER, ASSET, COMPASS, and/or THEA).

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

South Texas College shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within one week after the absence. A student who is excused may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. The

student must notify the instructor(s) in writing of the proposed absence using a form provided by the institution no later than the 15th day of the fall or spring semester and the fifth day of the summer term, during which the approved absence is being requested. In some cases, a letter of verification of the observed holy day from the religious institution may be required. Forms are available in the Office of Admissions and Records at each campus.

ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. In some cases, an instructor will have additional attendance guidelines with administrative approval which will be consistent with the fundamental policy but will fulfill individual course requirements. The policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus. The attendance policy is effective on the first official day of classes.

The South Texas Community College policy states:

Regular and punctual attendance in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class. Make-up work for class absences will be permitted only for sickness, serious emergency, or College-sponsored activities. The student must take the initiative and assume the responsibility for making up any missed work. In some classes, the student may be required to present evidence to support an absence.

Instructors may drop students at the point when, in the opinion of the instructor, the student would have difficulty in successfully completing the course. It is still the student's responsibility, however, to officially withdraw from the class. Any student not taking this step may receive an "F" for the course.

STUDENT CODE OF CONDUCT

The Director of Student Life shall have final authority and responsibility for the administration of student discipline. In a classroom, clinical or other academic setting faculty has the primary authority and responsibility.

TEMPORARY DISCIPLINARY ACTIONS

Temporary disciplinary action may occur when the continuing presence of the student poses danger to persons or property or disrupts the educational process. Temporary disciplinary action may be followed by a formal investigation.

1. When a College Administrator receives information that a student has allegedly violated the Student Code of Conduct or a College policy, the Administrator may impose immediate disciplinary action, including suspension, pending an investigation. The Administrator may suspend the right of a student to be present on campus and to attend classes, or otherwise alter the status of a student when an emergency exists which requires immediate action to preserve safety and a conducive learning environment.
2. South Texas College supports the right of faculty to maintain discipline in the classroom. When a student is being disruptive in the classroom, clinical or other academic setting, the faculty member may temporarily or permanently remove that student from class.

ADMINISTRATION OF STUDENT DISCIPLINE OUTSIDE THE CLASSROOM

When the College alleges a student to have violated College policies that can result in disciplinary action, the Director of Student Life or Site Coordinator shall investigate the allegation.

The following process will be utilized in conducting an investigation:

1. The student will be notified in writing of the charge against him/her.
2. The student shall be afforded the opportunity to present information in support of his/her case and to admit or deny the accusation.
3. The Director of Student Life or Site Coordinator may seek professional assistance and advice or take other measures to insure fair disposition of the matter.
4. Within 5 working days after the student is heard by the Director of Student Life or Site Coordinator, the Director of Student Life or Site Coordinator shall present a written explanation of the decision to the student explaining the College's view concerning the matter and any penalty to be imposed upon the student. The written explanation will include detailed information regarding the appeal process should the student wish to challenge the decision.

ADMINISTRATION OF STUDENT DISCIPLINE IN THE CLASSROOM

When a faculty member alleges a student to have violated the Student Code of Conduct in the classroom, clinical or other academic setting, the faculty member may temporarily or permanently remove that student from class according to the following procedures:

1. Upon the first occurrence, the faculty member will:
 - a. Speak with the student and inform him/her that he/she has violated the Student Code of Conduct.
 - b. Verbally warn the student that a repeat occurrence may result in permanent expulsion from the class. Obtain a commitment from the student that the inappropriate behavior will cease.
 - c. Permanently remove the student from the class on the first occurrence, if the infraction is serious enough to warrant immediate expulsion.

- d. Document the situation and the conversation with the student and keep the documentation.
2. Upon the second occurrence, the faculty member will:
 - a. Drop the student from class and assign a grade of "W" or "F."
 - b. Document the situation and the conversation with the student and keep the documentation.

TYPES OF MISCONDUCT

All students are expected to behave in a manner consistent with the College's function as an educational institution. Specific examples of misconduct occurring on or off campus for which students may be subject to disciplinary action include, but are not limited to, the following:

1. Commission of any criminal offense under federal, state, or local law.
2. Failure to comply with the directive of a College official acting in the performance of his/her duties.
3. Failure to meet financial obligations to the College or issuance of a check without sufficient funds.
4. Misuse of fire or other safety equipment.
5. Giving false testimony or other evidence at any College disciplinary proceeding.
6. Unauthorized use or possession of ammunition, firearms, or other weapons.
7. Conducting oneself in a manner that significantly endangers the health or safety of other persons on campus or at an authorized function sponsored by the College.
8. Stealing, destroying, defacing, damaging, or misusing campus property or property belonging to another.
9. Misuse or abuse of College equipment and computers, including the unauthorized downloading of programs, accessing obscene or pornographic material and copyright infringement.
10. Possession of, or making use of, College keys for unauthorized purposes.
11. Use or possession of an intoxicating beverage, or being intoxicated.
12. Illegal gambling in any form.
13. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance or being under the influence of said drug, narcotic, or controlled substance.
14. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
15. Forgery, alteration, or misuse of College documents, forms, records, or College-issued identification cards.
16. Participating in an initiation by an organization, which includes any dangerous, harmful, or degrading acts (hazing).
17. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable, or which could cause damage by fire or explosion to persons or campus.
18. Unauthorized entry into or use of the campus.
19. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
20. Failure to maintain a current official mailing address with the Office of Admissions and Records, or giving a false or fictitious address to such office.
21. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by any agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
22. Harassment by any means in which an individual intentionally threatens to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.
23. Disruptive activities which interfere with instructional activities or the functions that support instruction.

24. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College's mission and purpose.
25. Violation of any STC policy, specifically including, but not limited to, these policies related to the conduct of students.
26. Academic dishonesty. Incidents involving academic dishonesty are typically handled by faculty. Occurrences of academic dishonesty may be referred to the Director of Student Life for adjudication. Types of academic dishonesty include, but are not limited to:
 - a. Cheating
 - i. Copying from another student's work
 - ii. Using or possessing materials not authorized by a testing proctor (such as lessons, books, notes, calculators, etc.).
 - iii. Knowingly using or soliciting, in whole or part, the contents of an unadministered test.
 - iv. Collaborating with or seeking aid from another student without authorization during a test.
 - v. Substituting for another person, or permitting another person to substitute for oneself, in taking a course test or completing any course-related assignment.
 - vi. Using, buying, stealing, or transporting some or all of the contents of an unadministered test, homework answer sheet, or computer program.
 - vii. Using, buying, stealing, transporting, or soliciting a test, test facsimile, answer key, or other written works.
 - b. Plagiarism
 - i. The appropriation, buying, receiving as a gift, or obtaining by any means someone else's work or part of that work and then submitting that work for credit as if it were one's own without appropriate acknowledgment to the author.
 - c. Collusion
 - i. Unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

TYPES OF SANCTIONS

Should the investigation determine the allegation(s) to be confirmed, one or more of the following sanctions may be imposed:

1. Oral or written warning.
2. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or completing a community service project.
3. Disciplinary probation imposed for a specified period of time which stipulates that future violations may result in disciplinary suspension.
4. Ineligibility from participation in a student organization for a specified period of time.
5. Withholding of an official transcript, degree, or certificate of completion.
6. Barring re-admission for a specified period of time.
7. Restitution, whether monetary or by specific duties, or reimbursement for damage to or appropriation of College, student, or employee property.
8. Denial or non-recognition of a degree.
9. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities for a specified period of time.
10. Drop from a course with a grade of "W."
11. Drop from a course with a grade of "F."
12. Failing or lowering a grade on a test, course, or other academic work and/or performing additional academic work not required of other students in the course.
13. Suspension from the College for a specified period of time. During such suspension a student may not attend classes or participate in any College campus activities.
14. Loss of eligibility for a student grant or loan.
15. Permanent expulsion from the College.

DISCIPLINARY APPEAL PROCESS REGARDING INCIDENTS OCCURRING OUTSIDE THE CLASSROOM

The student may appeal the decision of the Director of Student Life or Site Coordinator to the Vice President for Student Services and Development. This appeal must be made in writing and received in the Vice President's office within 5 working days of receiving notice of the Director of Student Life or Site Coordinator's decision. Upon receipt of the appeal, the Vice President shall have 5 working days to review the appeal, hear witnesses if he/she so chooses, and render a decision. The decision of the Vice President for Student Services and Development concludes the approved South Texas College disciplinary appeal process.

An appeal to the Vice President for Student Services and Development may result in one of the following:

1. Affirm the action of the Director of Student Life or Site Coordinator.
2. Dismiss, reduce, modify, or increase the penalty or other sanction imposed by the Director of Student Life or Site Coordinator.

DISCIPLINARY APPEAL PROCESS REGARDING INCIDENTS OCCURRING IN THE CLASSROOM

The student may appeal the decision of the faculty member to the appropriate Program Chair. This appeal must be made in writing and received in the Program Chair's office within 5 working days of the student's receiving notice of the faculty member's decision. Upon receipt of the appeal, the Program Chair shall have 5 working days to review the appeal, hear witnesses and render a decision. The written appeal shall form the basis for the appeal unless the Program Chair decides to hear witnesses. The decision of the Program Chair concludes the approved South Texas College disciplinary appeal process.

An appeal to the Program Chair may result in one of the following:

1. Affirm the action of the faculty member.
2. Dismiss, reduce, modify, or increase the penalty or other sanction imposed by the faculty member.

ACADEMIC HONORS

HONORS PROGRAM

The South Texas College Honors Program is designed to provide progressive opportunities for study and innovative challenges to students who are highly motivated, intellectually gifted, academically well-prepared, and/or exceptionally creative. The program offers unique opportunities for enrichment that will enhance and encourage intellectual curiosity, good citizenship, and leadership skills. Students participating in the challenging standards of this program will be formally recognized and will receive assistance with transfer opportunities.

Specific goals of the program include:

- ▶ Providing realistic experiences and applications that enhance learning.
- ▶ Providing an expanded arena for establishing transfer, scholarship, and articulation opportunities with four-year colleges and universities.
- ▶ Providing opportunities for comparative studies, community service, and leadership.

Admission Requirements

Students must apply for admission to the Honors Program. Applications may be obtained from the Honors Program Chair. Each application will be reviewed and admission determined by the Honors Program Chair. Students may apply at any time during the academic year.

For further information about the Honors Program, contact the Honors Program Chair, Anthony Ramirez at 956-872-6451 or by email to tonyr@southtexascollege.edu.

To be eligible to apply for the STC Honors Program, a student must be THEA complete and must meet at least one of the following requirements:

1. An ACT score of 24
2. An SAT composite score of 1140
3. A cumulative college GPA of 3.25 (transferable courses only)
4. A ranking in the top 10 percent of high school class

To apply, the student must submit the following:

1. Official data demonstrating scores on the ACT, SAT, or GPA
2. THEA complete verification or other STC Admissions Entry verification
3. A complete Honors Program Application Form

All Honors Program students will receive advising, scheduling, and consultation within the Honors Program.

Continuing Eligibility Standards

To remain in the Honors Program, the student must maintain a 3.25 GPA and enroll in one Honors course each semester while attending South Texas College. If a student's GPA falls below a 3.25, the student will be placed on probationary status for one semester. Removal from probationary status is achieved by raising the cumulative GPA to 3.25 or higher. A student who continues to maintain a GPA lower than 3.25 beyond the probationary period will be dismissed from the Honors Program.

Curriculum Structure Honors Instruction

The Honors Curriculum is concentrated in coursework designated as STC Core Curriculum and Bachelors of Applied Technology required courses at South Texas College. The Honors Program provides each student with an Advising Plan, the outline of which is determined by the program of study chosen by the student. Each Advising Plan is outlined by semester and suggests Core Curriculum or junior and senior

level coursework and field of study coursework to be taken prior to graduation.

The Honors Curriculum will be presented to students in specially designed Honors class sections. Each Honors section is limited in enrollment, instructed by specifically chosen instructors, and incorporates enrichment activities or thematic exploration, such as those themes highlighted each year by the Phi Theta Kappa International Honor Society.

Structure for Honors coursework will be provided by scheduling Honors sections according to the semester outline of each student's Advising Plan.

Year I **First Semester, Second Semester, and Summer Sessions**

Students in the Honors Program will be encouraged to register for Honors sections in the Core Curriculum. This includes, but is not limited to Honors sections in English; History; Government; Natural Science; Speech; Computer Science; Math, and the Fine Arts.

Year II **Third Semester, Fourth Semester, and Summer Sessions**

Students enrolled in their second year of study at STC will be encouraged to enroll in any courses in the Core Curriculum which they have not completed.

Year III **Fifth, Sixth, and Summer Sessions**

Students, who are enrolled in the Bachelors of Applied Technology (BAT), will be encouraged to register for one or more of the BAT required Core Curriculum courses. These courses include TMGT 3302, TMGT 3312, TMGT 3337, TMGT 3411 and TMGT 4320.

Year IV **Seventh Semester, Eighth Semester, and Summer Sessions**

Students will be encouraged to enroll in BAT

Core Curriculum courses which they have not completed. Also, students must complete the Capstone requirement. Students can select either TMGT 4347 or TMGT 4296 as their Capstone.

HONORS PROGRAM GRADUATES

Students, who have applied for an Associate degree and have completed 18 hours of Core Curriculum Honors courses and maintained a 3.25 or higher GPA, will graduate from the Honors Program.

Students, who have applied for the Bachelors of Applied Technology degree and have completed 18 hours of BAT Curriculum Honors courses (including Capstone) and maintained a 3.25 or higher GPA, will graduate from the Honors Program.

HONOR GRADUATES

Honors at graduation are based on a student's grade point average for the total hours completed at South Texas College, excluding developmental or repeated courses. Students who have completed at least 30 semester hours at STC with a grade point average of 3.5 or above will graduate with honors.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Each fall semester invitation to membership is extended by the Beta Epsilon Mu Chapter to credit students without advanced degrees who are currently enrolled, have completed at least

12 hours of coursework leading to an associate degree, and have a cumulative GPA of 3.5 or higher (transferable courses only). For further information, contact STC's Chapter advisor Anthony P. Ramirez at 872-6451.

VALLEY SCHOLARS PROGRAM

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top 10 percent of their school's graduating class. They are sponsored by local benefactors for a scholarship at South Texas College. Valley Scholars must maintain enrollment in the Honors Program at STC (see Honors Program section for requirements). For further information about this program, contact Marie Olivarez at 872-2621.

PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

The President of South Texas College awards a \$1,000 scholarship to the graduating student who has served as a source of inspiration to his/her fellow students and to faculty and staff as a result of his/her accomplishments in spite of adversity.

PRESIDENT'S HONOR LIST

South Texas College recognizes students with high academic achievement by naming them to the President's Honor List. To receive this honor, a student must be enrolled in 12 or more credit hours and must have earned a grade point average (GPA) of a 4.0 on a 4.0 scale for the semester.

VICE PRESIDENT'S HONOR LIST

South Texas College recognizes students with high academic achievement by naming them to the Vice President's Honor List. To receive this honor, a student must be enrolled in 12 or more credit hours and must have earned a grade point average (GPA) of at least 3.5 on a 4.0 scale for the semester.

EDUCATIONAL PROGRAMS

CERTIFICATE PROGRAMS

Certificate programs are workforce education programs consisting of 15-59 semester credit hours. Certificate programs are designed to prepare students with the competencies necessary to enter a technical or professional field and are normally a building block toward an A.A.S. degree. Level One Certificates consist of 15-42 semester credit hours and are Texas Success Initiative (TSI) exempt although all certificate programs require a basic skills assessment. Level Two Certificates consist of 43-59 semester credit hours and require completion of TSI Alternative Exam for graduation.

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

An Associate of Applied Science degree is awarded upon completion of a prescribed program of study of 60-72 semester credit hours in a technical or professional field. A.A.S. curricula are designed to enable the student to master competencies required to enter an occupation with marketable skills upon graduation.

► *Specialization*

Some A.A.S. degrees offer curricula variations that allow students to specialize. The specialty does not result in a different A.A.S. award but allows the student to focus on a specific area within their chosen field.

► *General Education Requirement*

All workforce education students at STC are required to complete 15 semester credit hours in general education courses before receiving an A.A.S. degree. These 15 hours of general education courses must include at least one course in each of the following three areas: humanities/fine arts; social/behavioral sciences; and mathematics/natural sciences.

TRANSFER PROGRAMS

BACCALAUREATE PROGRAMS

South Texas College currently offers a Bachelor of Applied Technology in Technology Management (B.A.T.). The B.A.T. consists of the 45 semester-credit-hour Core Curriculum, 36 semester-credit-hours of lower-division technical specialty courses, and 46 semester-credit-hours of upper-division coursework in Technology Management.

ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE (A.A. AND A.S.)

The Associate of Arts and Associate of Science degrees are designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution. The curricula in this catalog will satisfy the requirements of most four-year institutions. However, students must consult the catalog of the institutions to which they wish to transfer to determine the specific requirements of the receiving institution. Formal articulation agreements have been established with several other institutions to facilitate the transfer of credit. For more information, consult your advisor.

► *Core Curriculum*

The Core Curriculum includes the courses in liberal arts, humanities, sciences, and political, social and cultural history that all students are required to complete before receiving an A.A. or A.S. degree. If a student successfully completes the 45-semester-credit-hour core curriculum at STC, that block of courses may be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum.

► *Field of Study Curriculum*

The Field of Study Curriculum includes a set of courses that will satisfy the lower division requirements for a baccalaureate degree in a specific academic area. A student, who does not plan on earning

a degree from South Texas College, but plans on transferring to a senior college or university, should follow the appropriate degree plan.

GRADUATE GUARANTEE

Subject to the conditions listed below, South Texas College guarantees that students earning the Associate of Applied Science Degree or the Certificate of Completion will have the job skills necessary for entry-level employment in the technical field for which they have been trained. If an employer judges the graduate as lacking in skills identified as exit competencies for the program of study, the graduate will be provided up to 12 tuition free credit hours of additional training.

Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science Degree or Certificate of Completion beginning September 1994, or thereafter, in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the Degree or Certificate program with the College (with 75 percent of credits earned at the College) and must have completed the graduation requirements within a five-year time span.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member

will develop a written educational plan for retraining.

7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

GRADUATION REQUIREMENTS

South Texas College awards the Bachelor of Applied Technology, Associate of Applied Science, Associate of Art and Associate of Science Degrees and the Certificate of Completion.

CATALOG RESTRICTIONS

A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the college requirement provision of the current catalog or the catalog in force during the student's first semester of enrollment. In any case the catalog used to determine the degree requirements must not be more than five years old for an associate degree and three years old for a certificate degree. However, a student must complete all requirements contained in

the catalog selected for the associate degree or certificate program chosen.

COURSE SUBSTITUTION

All course substitutions must be initiated at the department level. The Program Chair of the student's major will complete the Course Substitution Form and forward it to the Program Chair or the course owner for evaluation. Once this is complete, the Dean of the course owner will review the substitution request for final approval and forward it to the Office of Admissions and Records for processing. The Course Substitution Form is available in the Office of Admissions and Records.

DUAL DEGREE

A student holding an Associate Degree or Certificate of Completion and seeking an additional Associate Degree or Certificate of Completion must first gain written approval from the Dean of the desired major. Secondly, the student must complete a minimum of 15 semester hours in residence at STC beyond the original degree. In addition, the student must meet all of the specified requirements for the second degree as outlined in the catalog.

GRADUATION CEREMONY

South Texas College awards the Bachelor of Applied Technology, Associate of Art and Associate of Science degrees, Associate of Applied Science and the Certificate of Completion.

A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation.

The ceremony for graduation is held in May or at such other times determined by the Board based upon the needs of the College.

An application for graduation must be submitted to the Office of Admissions 4 (four) weeks prior to the end of the fall or spring semester or 30 days prior to the end of the summer term in which the degree/certificate is to be conferred. A preliminary degree check will be made at that time.

Although participation is optional, graduates are strongly encouraged to participate in the ceremony so that faculty and staff may publicly express their congratulations to each student.

Those who have satisfied the following requirements may be graduated.

BACHELOR OF APPLIED TECHNOLOGY

To be awarded the Bachelor of Applied Technology, the student must satisfy the following requirements:

1. Complete the appropriate course of study for a 4-year Bachelor of Applied Technology program as specified in the College catalog. Developmental, other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology granted by STC.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA in all other courses).
4. Pay all debts to the College prior to graduation.

ASSOCIATE OF ARTS

To be awarded the Associate of Art degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Art program as listed in the catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AA granted by STC.
3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of “C” (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

ASSOCIATE OF SCIENCE

To be awarded the Associate of Science degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AS granted by STC.
3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of “C” (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

ASSOCIATE OF APPLIED SCIENCE

To be awarded the Associate of Applied Science degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for a two-year Associate of Applied Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AAS granted by STC.
3. Maintain a minimum average of “C” (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of “C” (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

CERTIFICATE OF COMPLETION

To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. Accreditation requirements mandate that at least 25 percent of the required semester credits be STC courses.
3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of “C” (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

NOTE: Certain programs may have more stringent requirements.