ACCREDITATION STATUS

Northeast Lakeview College is a candidate for accreditation with the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Northeast Lakeview College.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the college and not to the Commission's office; the Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Northeast Lakeview has been approved by the Texas Higher Education Coordinating Board as a separate college, with the authority to offer college level courses. Students are able to enroll in any class offered at Northeast Lakeview College for which he/she is qualified as a Northeast Lakeview College student or as a San Antonio College student.

This bulletin contains policies, regulations, procedures, and general course content effective at the time of publication. Northeast Lakeview 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.

The Alamo Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Employee Services, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204. For special accommodations or alternate format, contact Northeast Lakeview College Disability Support Services at (210) 486-5487.

Mailing Addresses:

College Mailing Address:
1201 Kitty Hawk Road
Universal City, TX 78148
210-486-5000
www.alamo.edu/nlc
President’s Message

Thank you for choosing Northeast Lakeview College as part of your educational journey. I am excited to join the Northeast Lakeview College community as Interim President. This is a great institution with a team of administrators, faculty, and staff committed to student success. We provide each student with engagement opportunities and a meaningful college experience through our state of the art facilities, innovative technology, and wide range of student support services.

Please take advantage of all the services that our institution has to offer from a variety of academic programs, student organizations, activities, programs, and events. You will have a full college experience at Northeast Lakeview College.

Have a great academic year and best of luck in the future.

Dr. Thomas Cleary, Interim President
Northeast Lakeview College
Alamo Colleges
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This version of the document is used for college resource purposes only. Content in the online version of the catalog is subject to be updated as needed to reflect the most current information available to students.
# 2016-2017 Academic Calendar

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Regular 16-week</td>
<td>- Regular 16-week</td>
<td>- Maymester</td>
</tr>
<tr>
<td>- Start II 14-week</td>
<td>- Start II 14-week</td>
<td>- First Summer Session</td>
</tr>
<tr>
<td>- Flex 1</td>
<td>- Flex 1</td>
<td>- Eight-week Session</td>
</tr>
<tr>
<td>- Flex 2</td>
<td>- Flex 2</td>
<td>- Second Summer Session</td>
</tr>
</tbody>
</table>

## Daily Web Registration Hours of Operation

The Student Portal ACES will be available 23 hours a day, 7 days a week. It will be down from 1:00 a.m.-2:00 a.m. daily.

## Fall 2016

**Fall 2016 Time Ticketing Registration** reserved for students currently enrolled during Spring/Summer 2016 semesters and is based on the total number of earned hours and posted on the student’s Alamo Colleges’ Banner Student Record. The student’s record combines all hours earned from each of the Alamo Colleges in addition to any transfer that has been posted and credit awarded.

- **Monday & Tuesday, April 18-19** Registration begins for students with 46+ hours
- **Wednesday, April 20** Registration begins for students with 31+ hours
- **Thursday, April 21** Registration begins for students with 16+ hours
- **Friday, April 22-May 1** Registration begins for students with 1+ hours
- **Monday, May 2** Registration begins for ALL students

## FALL

### Regular 16-Week Fall Session 2016

See above for Time Ticketing information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15</td>
<td>Monday</td>
<td>Faculty Convocation</td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 27</td>
<td>Saturday</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day Holiday-College Closed</td>
</tr>
<tr>
<td>September 7</td>
<td>Wednesday</td>
<td>Weekend classes will meet.</td>
</tr>
<tr>
<td>October 28</td>
<td>Friday</td>
<td>Employee Development Day-College Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening classes will meet after 5:00 PM.</td>
</tr>
<tr>
<td>November 11</td>
<td>Friday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>November 24-November 27</td>
<td>Thursday-Sunday</td>
<td>Thanksgiving-Weekend College Closed</td>
</tr>
<tr>
<td>December 5-10</td>
<td>Monday-Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 10</td>
<td>Saturday</td>
<td>End of Session*</td>
</tr>
<tr>
<td>December 19-December 30</td>
<td>Monday-Friday</td>
<td>Winter Break-College Closed</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is April 10, 2017
<table>
<thead>
<tr>
<th>Start Two 14-Week Fall Session 2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See above for Time Ticketing information.</td>
<td></td>
</tr>
<tr>
<td>September 6</td>
<td>Tuesday</td>
</tr>
<tr>
<td>September 19</td>
<td>Monday</td>
</tr>
<tr>
<td>October 28</td>
<td>Friday</td>
</tr>
<tr>
<td>November 18</td>
<td>Friday</td>
</tr>
<tr>
<td>November 24-</td>
<td>Thursday-Sunday</td>
</tr>
<tr>
<td>November 27</td>
<td></td>
</tr>
<tr>
<td>December 5-10</td>
<td>Monday-Saturday</td>
</tr>
<tr>
<td>December 10</td>
<td>Saturday</td>
</tr>
<tr>
<td>December 19 -December 30</td>
<td>Monday-Friday</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is April 10, 2017

<table>
<thead>
<tr>
<th>Fall Flex Session I 2016 (First Eight Weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See above for Time Ticketing information.</td>
<td></td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
</tr>
<tr>
<td>August 29</td>
<td>Monday</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
</tr>
<tr>
<td>September 30</td>
<td>Friday</td>
</tr>
<tr>
<td>October 12-15</td>
<td>Wednesday-Saturday</td>
</tr>
<tr>
<td>October 15</td>
<td>Saturday</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is April 10, 2017

<table>
<thead>
<tr>
<th>Fall Flex Session II 2016 (Second Eight Weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See above for Time Ticketing information.</td>
<td>Flex II Registration Continues</td>
</tr>
<tr>
<td>October 17</td>
<td>Monday</td>
</tr>
<tr>
<td>October 24</td>
<td>Monday</td>
</tr>
<tr>
<td>October 28</td>
<td>Friday</td>
</tr>
<tr>
<td>November 24-November 27</td>
<td>Thursday-Sunday</td>
</tr>
<tr>
<td>November 28</td>
<td>Monday</td>
</tr>
<tr>
<td>December 5-10</td>
<td>Monday-Saturday</td>
</tr>
<tr>
<td>December 10</td>
<td>Saturday</td>
</tr>
<tr>
<td>December 19 -December 30</td>
<td>Monday-Friday</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is April 10, 2017
**Spring 2017**

**Spring 2017 Time Ticketing Registration** reserved for students currently enrolled during Fall 2016 semester and is based on the total number of earned hours and posted on the student’s Alamo Colleges’ Banner Student Record. The student’s record combines all hours earned from each of the Alamo Colleges in addition to any transfer that has been posted and credit awarded.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours Required</th>
<th>Registration Begins For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Tuesday, Nov</td>
<td>46+ hours</td>
<td>Registration begins for students with 46+ hours</td>
</tr>
<tr>
<td>Wednesday, Nov</td>
<td>31+ hours</td>
<td>Registration begins for students with 31+ hours</td>
</tr>
<tr>
<td>Thursday, Nov</td>
<td>16+ hours</td>
<td>Registration begins for students with 16+ hours</td>
</tr>
<tr>
<td>Friday-Monday, Nov</td>
<td>1+ hours</td>
<td>Registration begins for students with 1+ hours</td>
</tr>
<tr>
<td>Tuesday, Nov</td>
<td></td>
<td>Registration begins for ALL students</td>
</tr>
</tbody>
</table>

### Spring 2017 Regular 16-Week Spring Session 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>Monday</td>
<td>College opens</td>
</tr>
<tr>
<td>January 9</td>
<td>Monday</td>
<td>Faculty Report</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>Martin Luther King Day-College Closed</td>
</tr>
<tr>
<td>January 17</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 21</td>
<td>Saturday</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>February 1</td>
<td>Wednesday</td>
<td>Census date</td>
</tr>
<tr>
<td>March 13-19</td>
<td>Monday-Sunday</td>
<td>Spring Break (All administrative offices will be closed Monday-Sunday.)</td>
</tr>
<tr>
<td>April 14-16</td>
<td>Friday-Sunday</td>
<td>Easter Holiday-College Closed</td>
</tr>
<tr>
<td>April 17</td>
<td>Monday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>April 28</td>
<td>Friday</td>
<td>Fiesta Holiday-College Closed Weekend classes will meet.</td>
</tr>
<tr>
<td>May 8-13</td>
<td>Monday-Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is September 11, 2017*
### Start Two 14-Week Spring Session 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 30</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>February 10</td>
<td>Friday</td>
<td>Census date</td>
</tr>
<tr>
<td>March 13-19</td>
<td>Monday-Sunday</td>
<td>Spring Break (All administrative offices will be closed Monday-Sunday)</td>
</tr>
<tr>
<td>April 14-16</td>
<td>Friday-Sunday</td>
<td>Easter Holiday-College Closed</td>
</tr>
<tr>
<td>April 21</td>
<td>Friday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>April 28</td>
<td>Friday</td>
<td>Fiesta Holiday-College Closed</td>
</tr>
<tr>
<td>May 8-13</td>
<td>Monday-Saturday</td>
<td>Final Examinations are held at the last scheduled meeting time.</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete ("I") grades to be completed is September 11, 2017

### Spring Flex Session I 2017 (First Eight Weeks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 24</td>
<td>Tuesday</td>
<td>Census date</td>
</tr>
<tr>
<td>February 24</td>
<td>Friday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>March 8-11</td>
<td>Wednesday-Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>March 11</td>
<td>Saturday</td>
<td>End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete ("I") grades to be completed is September 11, 2017

### Spring Flex Session II 2017 (Second Eight Weeks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March 27</td>
<td>Monday</td>
<td>Census Date</td>
</tr>
<tr>
<td>April 14-16</td>
<td>Friday-Sunday</td>
<td>Easter Holiday-College Closed</td>
</tr>
<tr>
<td>April 28</td>
<td>Friday</td>
<td>Fiesta Holiday-College Closed</td>
</tr>
<tr>
<td>May 1</td>
<td>Friday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>May 10-13</td>
<td>Monday-Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete ("I") grades to be completed is September 11, 2017
**Summer 2017**

Time Ticketing Registration reserved for students currently enrolled during Spring 2017 semester and is based on the total number of earned hours and posted on the student’s Alamo Colleges’ Banner Student Record. The student’s record combines all hours earned from each of the Alamo Colleges in addition to any transfer that has been posted and credit awarded.

<table>
<thead>
<tr>
<th>Day</th>
<th>Registration Begins For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Tuesday,</td>
<td>Registration begins for students with 46+ hours</td>
</tr>
<tr>
<td>Wednesday,</td>
<td>Registration begins for students with 31+ hours</td>
</tr>
<tr>
<td>Thursday,</td>
<td>Registration begins for students with 16+ hours</td>
</tr>
<tr>
<td>Friday,</td>
<td>Registration begins for students with 1+ hours</td>
</tr>
<tr>
<td>Monday,</td>
<td>Registration begins for ALL students</td>
</tr>
</tbody>
</table>

**Maymester 2017**

<table>
<thead>
<tr>
<th>Maymester Session 2017</th>
<th>See above for Time Ticketing information</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Monday Classes begin</td>
</tr>
<tr>
<td>May 16</td>
<td>Tuesday Census date</td>
</tr>
<tr>
<td>May 29</td>
<td>Monday Last day to withdraw; Memorial Day- Colleges are Open</td>
</tr>
<tr>
<td>June 1</td>
<td>Thursday Last day of classes and Final Examinations</td>
</tr>
<tr>
<td>June 2</td>
<td>Friday End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is December 8, 2017

**Summer 2017**

<table>
<thead>
<tr>
<th>First Summer Session 2017</th>
<th>See above for Time Ticketing information</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>Monday Classes begin</td>
</tr>
<tr>
<td>June 8</td>
<td>Thursday Census date</td>
</tr>
<tr>
<td>June 9</td>
<td>Friday College closed</td>
</tr>
<tr>
<td>June 16</td>
<td>Friday College closed</td>
</tr>
<tr>
<td>June 23</td>
<td>Friday College closed</td>
</tr>
<tr>
<td>June 29</td>
<td>Wednesday Last day to withdraw</td>
</tr>
<tr>
<td>June 30</td>
<td>Friday College Closed</td>
</tr>
<tr>
<td>July 4</td>
<td>Thursday Independence Day Holiday-College Closed</td>
</tr>
<tr>
<td>July 5 &amp; 6</td>
<td>Wednesday &amp; Thursday Final Examinations</td>
</tr>
<tr>
<td>July 6</td>
<td>Thursday End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete (“I”) grades to be completed is December 8, 2017
### Eight-Week Session 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>June 9</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>June 13</td>
<td>Tuesday</td>
<td>Census date</td>
</tr>
<tr>
<td>June 16</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>June 23</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>June 30</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>Independence Day Holiday-College Closed</td>
</tr>
<tr>
<td>July 7</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>July 13</td>
<td>Thursday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>July 14</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>July 21</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>July 26 &amp; 27</td>
<td>Wednesday &amp; Thursday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>July 27</td>
<td>Thursday</td>
<td>End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete ("I") grades to be completed is December 8, 2017

### Second Summer Session 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 13</td>
<td>Thursday</td>
<td>Census date</td>
</tr>
<tr>
<td>July 14</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>July 21</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>July 28</td>
<td>Friday</td>
<td>College closed</td>
</tr>
<tr>
<td>August 4</td>
<td>Friday</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>August 9 &amp; 10</td>
<td>Wednesday &amp; Thursday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>August 10</td>
<td>Thursday</td>
<td>End of Session*</td>
</tr>
</tbody>
</table>

*Last day for Incomplete ("I") grades to be completed is December 8, 2017
College Overview

Our History

Northeast Lakeview College (NLC) was officially established in January 2007 as the newest of the five Alamo Colleges. The college offers approximately 370,000 sq. ft. of academic space and sits on 267 acres at the corner of Loop 1604 and Kitty Hawk Road in northeast Bexar County. NLC offers quality educational programs taught by highly qualified faculty and supported by a knowledgeable and committed staff.

Northeast Lakeview College traces its beginnings back to 1996 as the Northeast Learning Center on Toepperwein, an extension of St. Philip's College. In June 2000, ACCD purchased a site of land at 7990 Pat Booker Road, and in Spring 2001, the first classes at Northeast Campus, an extension of St. Philip's and San Antonio College(s), were held. The Northeast Campus (NEC) continued to grow and hold classes at this location until Fall 2006. ACCD then purchased and renovated a former grocery store at 8300 Pat Booker Road where NEC classes continued to be held while the permanent site of Northeast Lakeview College was under construction. In Fall 2008, five buildings at the new campus opened and in Fall 2009, all nine buildings became fully-operational.

With its unique and diverse background, Northeast Lakeview College serves about 6,000 students from the ten Metrocom Communities and northeast San Antonio - including Bexar, Comal, and Guadalupe Counties. And in a unique partnership with Judson ISD, an Early College High School, Judson Early College Academy (JECA) opened on the NLC campus in 2009 that allows students to complete high school with both a high school diploma and an associate’s degree. The College continues to grow rapidly and at capacity, Northeast Lakeview College will serve 15,000 students.

Mission, Vision, Value Statements

Mission

Northeast Lakeview College is a public community college within the system of Alamo Colleges, established in partnership with its communities, that is focused on student success through the offering of Associate degrees and continuing education, promoting engagement in civic activities and organizations, and encouraging participation in cultural and enrichment programs.

Vision

The first choice for higher education in the communities we serve.

Values

Students First
Respect for All
Community-Engaged
Collaboration
Can-Do Spirit
Data-Informed
Student Support Services and Resources

Student Services helps students succeed and make the most of their college experience. Student Services offers a broad range of services and resources to support the student from their first semester at the College through graduation. The offices and centers assist students in achieving their academic goals and strive to enhance students' personal, intellectual and social development through a broad range of programs and services. Students have access to a comprehensive system of services that includes assessment of academic needs, orientation, transfer, and career fairs, academic and personal counseling, co-curricular activities, services for international students, services for students with disabilities, learning and library resources, computer labs, the College bookstore and distance learning.

Advising Center (STCM 101)

NLC subscribes to the concept of “advising as teaching, and utilizes the Advising Syllabus as a tool to communicate expectations of both the student and advisor. The advisors teach students daily through lecture/group advising sessions, and individual consultation with students. Although mandatory advising is required of the First Time In College (FTIC) student, all NLC students are encouraged to meet with an academic advisor on a regular basis.

Academic Advising services provides support for student success by helping students select courses and successfully complete their associate degrees, which is part of the NLC mission. Academic advising services also provide referrals, as needed, to other offices on campus to help ensure student success.

For more information, speak to an Academic Advisor in person by visiting the Welcome Center, or email Advising at nlc-nlcadmin@alamo.edu.

Assessment Center (STCM 227)

The Assessment Center is located on the second floor of the Student Commons Building (STCM 227) and provides a range of services to meet the needs of students attending Northeast Lakeview College. The Center provides a quiet, conducive testing environment with flexible hours to accommodate day, evening and weekend students. Students should contact the Center at 210-486-5401, option 6 or visit the website for a current test schedule and to schedule an appointment. A valid picture ID is required for all provided exams.

Testing Services

The Assessment Center provides a board range of testing services to meet the needs of its diverse student population:

- TSI
- Credit by exam (CLEP)
- External Testing (Correspondence and computer based)
TSI Exam

The TSI Exam is a computerized placement test that is the state of Texas approved instrument for assessing a student’s readiness to enroll in an entry-level freshman course. The Texas Higher Education Coordinating Board recognized the need for students to meet necessary skills in Reading, English, and Math to attain college success. Results of the TSI Exam test helps academic advisors identify students’ academic strengths as well as areas where a student might need more development to succeed in college. It is very important that students do their best in order to have an accurate measure of their academic skills, thereby placing them in the right courses. The exam fee is $32.00 for complete or $12.00 for each section. Students must present a valid picture ID at the time of testing. Results are available immediately following the exam.

Assessment Retest Policy

Students are allowed to retest on the next available test date. This includes retesting all parts, one or multiple parts.

For all second or subsequent retests, we recommend the student retest after 2 weeks or after they have attached a formal college test prep intervention program (e.g. PASS, Refresher Course) to improve their current test scores.

Credit by Examination

Northeast Lakeview College provides an opportunity for students to obtain college credit courses in areas that they may have attained college-level proficiency through AP courses in high school or other prior learning opportunities. When students take the CLEP test, they can receive credit and are exempt from that particular class. By successfully completing CLEP tests, students can shorten the time needed to reach their career and educational goals and save money in tuition dollars. The CLEP exam costs $80 (paid to The College Board) with an additional $15 administration fee required at the time of the test.

CLEP Testing Days/Hours (By appointment only):

Tuesdays: 10:00 am and 2:00 pm
Thursday: 10:00 am and 4:30pm
Friday: 2:00pm
First Saturday of the month: 10:00 am

Click here for additional information on CLEP/AP policies.

External Testing

Correspondence exams may be proctored by appointment only at Northeast Lakeview College. There is a $20 fee per exam for the service and the Assessment Center requests that students confirm arrival of the exam materials 24 hours prior to appointment time. Students are required to present a valid picture ID. Any associated postage fees required to return exam documents to the home institution will be the responsibility of the home institution or the student. Northeast Lakeview College will not incur any associated postal fees.
Campus Bookstore (STCM 133)

Hours
Monday - Thursday  7:45am to 6:00pm*
Friday               7:45am to 1:00pm*
Saturday             TBD/Closed*
Sunday               Closed

*Always check our website for the most current hours of operation as they are subject to change.

Phone: 210-486-5449                     Website: www.nelakeview.bkstr.com

WE OFFER MORE THAN JUST TEXTBOOKS.....

*General Reading Books                *Reference Books and Study Aids
*School and office supplies            *Calculators/electronic accessories
*Backpacks and Totes                   *Special Order and Event Books
*NLC clothing and gifts                *Snacks and Convenience Items

ORDER ONLINE

Skip the lines and avoid the wait! Place online orders for textbooks and course materials at www.nelakeview.bkstr.com. We offer many options from in store pickup of your order to next day shipping. When you are done with the books, you can return them to us in person for buyback and rental check-in. Or if you are out of town, mail the rental check-ins back to us.

RENT-A-TEXTBOOK

We are proud to announce that students have the option of renting instead of purchasing the textbook for many of our classes. The prices for renting a textbook will depend on whether the textbook is new or used. Renting with us will save you 50% or more off the price of a new textbook. Not all textbooks may be available for rent based on consumable materials and package options.

GOING DIGITAL

NLC Bookstore carries more than just printed textbooks. We offer a variety of digital title options that range from rental for a semester to purchase for your digital bookshelf. We sell access codes for digital class requirements from MyMathLab to SAM and everything in between. If you want to know more about our digital textbooks sign up at www.cafescibe.com and try out some of our free trial offers. For academically priced software and hardware simply click the links on the Northeast Lakeview site.

INTERCAMPUS TRANSFERS

We know that you have the option to take classes at all of the Alamo Colleges, not just NLC. In order to provide exceptional customer service, we can order textbooks from the other campuses and have them delivered to NLC for your one stop shopping needs. Simply ask a sales associate for details.
TEXTBOOK “BUYBACK”

While there is no guarantee that your textbooks will be bought back at the end of each semester, we try our hardest to make sure they are. We may buyback textbooks that are needed for future semesters or for our national resale list, for up to 50% of the current purchase price. While we buyback textbooks year round, the best time to sell books back is during the last two weeks of each semester.

RETURN INFORMATION
Final return dates for each semester are printed at the bottom of your original receipt. The original receipt is required for returns, refunds and exchanges. The textbooks must be in original purchased condition to receive a refund. Please contact us if you have any questions about returns.

Campus Parking Regulations

Beginning in Fall 2013, all Alamo Colleges’ students will pay a Campus Access Fee which also covers parking at any of the Alamo Colleges’ campuses, off-site locations or district offices. No sticker or decal is distributed.

For students, the fee of $25 per semester is included when they pay their tuition and fees each semester, with the maximum fee paid not to exceed $50 per year.

VIA Bus Passes

Available at the campus business office only. A valid student ID card is required to obtain a bus pass.

Campus Access Fee FAQ’s

What is the purpose of the access fee?
Revenue generated is dedicated to parking facilities, construction and maintenance, and at board option, excess fees may be designated for student scholarship funds.

When will the access fee go into effect?
The access fee went into effect on the first day of fall registration, May 6, 2013.

How much is the access fee?
The access fee is $25 for each term a student is enrolled in at least one credit class.

How often will students be charged the access fee?
Students will be charged the access fee each term in which they are enrolled in credit classes, regardless of the number of credits, location of the classes or whether the class is on-campus or online (Distance Learning).

Will students be charged the access fee for each summer term session in which they are enrolled?
Students who attend a summer semester only will pay a $25 access fee.
May students’ financial aid be used to pay the access fee?
Yes, financial aid may be used to pay the access fee.

Why is the Alamo Colleges charging an access fee?
To streamline the process for students, the Alamo Colleges is including the access fee in the students’ tuition and fees, rather than requiring a separate process and payment.

The Alamo Colleges Police Department Officers are commissioned Peace Officers vested with the power and authority to issue traffic citations and summons and to arrest and file charges in the City or Justice of the Peace Courts. A student found in violation of the Traffic and Parking Rules and Regulations will be issued a Traffic/Parking Citation. Each Campus citation is $16 paid within ten (10) days of the issue date on the citation. Fines shall be paid at the Business Office or mailed to the address on the citation. If not paid within ten (10) days of the issue date on the citation, the fine increases to $21.

Career Services and Job Placement (STCM 124 & 125)
Career Services offers an array of professional services that will assist students with exploring developing and setting goals that relate to each student’s unique educational and academic needs.

Career Exploration

- FOCUS 2, online career and educational planning system provides students the ability to explore majors, research careers, and compare occupations.
- Career Coach, a web-based tool provides current local data on employment and Alamo Colleges’ Education and Training.
- Career Fairs are held each semester to provide students with the most current career information from local employers.

Career Advising

- Through a collaborative relationship, students and Career Services create a career path to include intended transfer university by developing action plans.

Job Placement provides opportunities and events to help develop NLC students’ employability.

Job Placement Services

- Job Search Assistance
- Application Completion
- Resume Review
- Cover Letter
- Mock Interviews
- Workshops
- Onsite Employer Recruitment

The Career and Job Placement Center is located in the Opportunity Mall, on the first floor of the Student Commons Building (STCM 124 & 125). For additional information, contact the center at 210-486-5401, option 9.
Communities of Interest

The Alamo Colleges offer students a variety of educational opportunities within its course offerings and programs that address student interests and educational goals. These opportunities, known as Communities of Interest are integrated within course offerings and programs and are open to all students, though some may require certain academic prerequisites. Communities of Interest at Northeast Lakeview College include, but are not limited to the following:

1. Honors
2. Service Learning
3. Learning Communities
4. International Education
5. Internship
6. Topics addressing gender, ethnicity, or age
7. Current and topical issues
8. Workforce or field of study focus

The Alamo Colleges encourage students to explore these options and opportunities as they pursue their educational goals objectives.

Computer Labs

Workstations are available on the second floor of the Library (NLIB 237) and in the Student Commons (STCM 204) building on a first-come, first-served basis during open lab hours. Workstations are loaded with standard software with some specialized/special-use software, all workstations have access to the Internet and can use pay for print solutions (GoPrint). Visit http://alamo.edu/main.aspx?id=20268 for more information.

Wireless connectivity is available throughout the campus for use with personal phones, laptops, and tablets. Visit http://alamo.edu/main.aspx?id=40644 for coverage map and connection instructions.

Students are expected to follow all acceptable use guidelines. These guidelines are posted in the student computer labs and on the College web site at www.alamo.edu/nlc (appendix 1).

Counseling

Location: STCM 222H

Free crisis counseling is available to assist students. If long-term help is needed, students are referred to appropriate external resources.

Students needing information on community resources such as childcare, legal assistance, financial assistance for college, medical care, dental care, and assistance for military families can access our Resource Guide online (appendix 2) or STCM 222D. All resources are free or low-cost and are available in Bexar and surrounding counties.

For assistance, contact the counselor at 210-486-5401, option 8 or at the website for more information. Appointments can be made to accommodate students who cannot come in during regular business hours.
**Disability Support Services**

Location: STCM 222H

Disability Support Services (DSS) is committed to facilitating equal access and learning opportunities for students with disabilities. Under the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more major life activities. DSS authorizes reasonable and appropriate academic accommodations suited to each individual student.

In order to receive accommodations, students must:

- Complete a Request for Disability Support Services Form (*appendix 3*) available online at the website or in our office at STCM 222H.

- Provide current documentation of the disability by a qualified professional. See “Guidelines for Documenting Your Disability” brochure (*appendix 4*).

- Be approved for services by the Disability Office. This requires scheduling an appointment to review documentation once the student is registered for college.

For assistance, you may contact Faye Acocks-Hallford, LCSW, Learning Disability Specialist, at 210-486-5487 or fhallford@alamo.edu.

Note: Arrangements can be made to accommodate students who cannot come in during regular business hours.

**Distance Learning/Instructional Innovation/eLearning Center**

**Distance Learning/eLearning**

Distance Learning  website  
210-486-5372  
NLIB 306  
nlc-dlc@alamo.edu

**eLearning Center**

The integration of technology in many NLC courses provides students with the opportunity to use computer-based technology to communicate, solve problems, and acquire information. Students access the Internet to conduct research, use the ACES and CANVAS platforms to access class content and e-mail, can participate in blogs, take online quizzes, submit assignments, participate in online forums, and use basic Microsoft software to enhance their curricular assignments and advance their own understanding of using technology to create content and communicate effectively. NLC provides students with access to various technology tools and software while supporting student learning in using new technologies through the eLearning Center. eLearning Center staff will assist students who need assistance with learning technology-related assignments, are working on projects for clubs and other organizations, or prepare for their future career paths. Students who need technical assistance or help accessing software and systems, can contact NLC IT at nlc-fphelpdesk@alamo.edu. The eLearning Center is located on the third floor of the Library (NLIB 306). We are here to help you down the road to your successful future. To contact us call 210-486-5372 or email nlc-dlc@alamo.edu.
Online Courses

An online course is a course that meets online the majority or all of the time. Internet courses offer the convenience and flexibility of participating in a course without a formal schedule or location. However, some online courses do require that you attend campus some of the time (less than 15% of the time). You might be required to come to campus to take tests, for presentations, or for course orientations.

Prior to enrolling in online courses, make sure that you are ready for success. You should be confident about your own learning style and technology skills. Online courses require you to be self-guided and motivated so you can meet deadlines and participate fully in the course. Please visit us at the eLearning Center if you would like more information or assistance with Online Courses. Students who are new to online learning are required to complete OLRN 0001. If you are interested in increasing your skills and knowledge about success in online courses, please see the information regarding OLRN 0001 in this catalog. We are located at the Northeast Lakeview Library, NLIB 306 or call us at 210-486-5372.

For a listing of all internet courses, visit our website.

Blended or Hybrid Courses

A Blended Course (also referred to as a hybrid) is a course that replaces some of the face-to-face classroom sessions with online instruction. Classes do meet on campus for a major portion of time. You can expect to spend between 50-84% of the class time completing activities on your own using the Internet.

Orientation to Internet (OLRN 0001) and Blended Courses

If this is the first time you have enrolled in an online course, you are required to register for OLRN 0001 - Orientation to Online Learning. This should be done prior to the semester start. The orientation to online learning is a free, non-credit “mini-course” for students who are new to online learning. The orientation can be completed all online or face-to-face and takes about three hours total. The purpose of the orientation is to provide students with information about best practices in the online classroom and how to increase your learning online. Student will have an opportunity to practice using some of the more common tools used in the online environment. For students who just want to know more about CANVAS, NLC’s learning management system, you can register for an orientation as well. More information is available on the distance learning website.

Privacy Policy for Students Enrolled in Distance Learning Courses

Early Alert and Intervention

Early Alert is designed to promote student success and retention by serving as a resource tool to identify students experiencing academic difficulties. It provides resources and proactive services to help ensure their best chance for success in college. The Early Alert program is initiated within the first 4-8 weeks of a semester when faculty members identify and contact students at risk of not passing the course. As the first level intervention, faculty encourages students to meet with the instructor to discuss and address the academic concerns. Students receiving multiple alerts are contacted by a Student Success team member for a second level intervention to assess issues that may negatively impact overall
student success. Interventions may include tutoring, advising, study strategies, and referrals to college and community services and resources.

Featured Classes
Current and Topical Issues

General Psychology

Community of Interest: Veterans

PSYC 2301 General Psychology
Taught by Valerie Young, the course will cover the same material as other sections of General Psychology but will take opportunities to examine psychological concepts from the veteran's perspective.

*This class is open to all students, but will have special content focused on veterans*
Please contact Ms. Young with any questions: vviera2@alamo.edu

Public Speaking

Community of Interest: Male Issues

SPCH1315 Public Speaking
Taught by Dr. Archie Wortham, the course will cover the same material as other sections of Public Speaking but will take opportunities to focus discussion and speeches on male images, both perceived and real. Class will involve watching two movies about male issues, journaling of topics chosen by the students and researching these topics for open discussion. *This class is open to all students, but will have special content focused on male issues* Please contact Dr. Wortham with any questions: aworhtam@alamo.edu.

Financial Aid

Financial Aid
Student Financial Services Office
Student Commons Building, 102 (STCM 102)
Local: 210-21ALAMO (210-212-5266)
Toll Free: 1-844-20ALAMO (1-844-202-5266)
Please have or include your Banner ID when calling or emailing.
Fax line is 210-486-9170 for NLC
Email: dst-sfs@alamo.edu

Honors

The mission of Honors at Northeast Lakeview College aims to engage faculty and distinguished students in academic research beyond the classroom. NLC Honors offers students the opportunity to participate in a special academic research project while taking
select classes taught by Honors faculty. These classes are offered in the areas of Math & Computer Science, English, Fine Arts, Social Sciences, Business, Communication, Humanities, and Psychology. Students interested in participating in Honors should meet the following criteria:

- Be a registered NLC student.
- Have taken 12 non-developmental/non-dual credit hours at NLC.
- Have a GPA of 3.50 or higher.
- Be exempt from developmental course requirements.
- Be willing to present their project at an Honor Ceremony

For the most current listing of specific classes available for Honors or any other inquiries, email nlc-honors@alamo.edu or visit STCM 118.

International Education

International Education at Northeast Lakeview College exposes students to study abroad opportunities offered by the Alamo Colleges. Students can study abroad and earn college credit in an international academic environment through faculty-led trips, exchange programs, or affiliate/non-Alamo College programs. Students who are currently enrolled in any of the Alamo Colleges may participate in a study abroad program. Students must have a minimum GPA of 2.0 in addition to meeting academic requirements and prerequisites of the specific course(s) in the program. Students must also complete at least 12 credit hours by the intended departure date of the program. For more information about International Education opportunities, email nlc-international@alamo.edu or visit STCM 129.

International Student Services

The Student Services Office is the first point of contact for a prospective international student who seeks information regarding admission procedures for the College. International students must enroll full-time (12 semester hours or more) and pay hospitalization insurance (Alamo Colleges Board Policy) every semester. The deadlines to submit all required documents (application, transcripts, verification of financial resources, TOEFL) are June 1 for Fall, October 1st for Spring, and March 1 for Summer. For additional information, contact the Student Services Office at 210-486-5401, option 3.

Learning Communities

Learning Communities at Northeast Lakeview College promote student success by improving the quality of learning and education through the offering of two paired courses that are related to each other. Students in Learning Communities enroll in two courses at the same time, and the same students are in each course. Paired classes include shared assignments or curriculum, collaboration between teaching faculty, meaningful interaction between faculty and students, and access to academic support services. Students enrolled in Learning Communities classes have a unique opportunity to spend time with the same group of peers and develop meaningful academic relationships that enable a better understanding of the course materials. Through Learning Communities, both faculty and students have a chance to learn from, and teach, each other. To learn more about Learning Communities currently being offered at NLC, email nlc-learning@alamo.edu or visit STCM 122.
Accelerated Learning

Accelerated learning for developmental education (DE) Math courses are designed to decrease the amount of time students spend in their DE program. These “linked” Accelerated Learning classes for DE are Flex I and Flex II courses that run in two 8 week sessions. Students who sign up for Flex I must also enroll in Flex II. This option gives students the opportunity to move through two levels of DE instruction in one semester. Contact the Math Department at (210) 486-5779 or consult the schedule of classes for more details.

Library (NLIB)

The Northeast Lakeview College Library is a technology embracing facility that enables users to pursue research goals and lifelong learning. There is much more to college level research than the Google app, Wikipedia, or the search engine on your phone! Students, faculty and staff are encouraged to take advantage of the services and resources offered. Materials owned by the NLC Library can be identified in the Alamo Colleges Online Library Catalog. Materials from the other Alamo Colleges libraries are also part of this database. Did you know that we can help you borrow materials from libraries across the country? (Commonly called interlibrary loan, this is just one of the services that we offer our NLC students). Not only can you do interlibrary loan, as an NLC student, you may directly borrow materials from other district libraries with a validated I.D. If you prefer, Library staff can place in-district borrowing requests to the other Alamo Colleges libraries on behalf of NLC students and staff.

In addition to the incredible collection of physical resources available from the Alamo Libraries, the NLC Library provides access to over 46,000 e-books and approximately 89,000+ unique online periodicals, journals, documents, and media through licensed databases. Specific periodical titles and issues availability can be identified through our E-Resource Finder. NLC students have access to over 150 databases that can be used both on and off campus. NLC students may also participate in the TexShare Borrower’s Card program which allows them to directly borrow materials from participating TexShare libraries (both academic and public) outside of the district.

Reference librarians will assist students and other library users with research and citation questions in person, by phone, 210.486.5388, through our Ask-a-Librarian e-mail, and by chat/text. Students may make an appointment with reference librarians for more in-depth questions that require more time. Assistance and resources are also available to faculty and students in distance learning environments. Students receive information literacy instruction that is tailored to a specific assignment or to a specific course outcome in face-to-face and online classes. Librarians partner with your classroom faculty in developing and building appropriate instruction.

Over 50 workstations provide library users with access to Internet resources, licensed resources, and Microsoft office products. The library hosts printing and photocopying capabilities. Students working on group projects may take advantage of the Library’s group study rooms which are available on a first-come, first-served basis. Multimedia players are available for viewing materials which are reserved for faculty circulation only. NLC students are able to check out library-use-only laptops. Our students are able to check out library-use-only laptops which come in handy when you are working with a group on a project or
something on your own and you want to find a quiet corner!

The NLC Library staff hopes that you’ll make our facility and services a regular part of your college experience. During long semesters, our physical library is open Monday - Thursday 7:30 am - 9:00 pm; Friday 7:30 am - 5:00 pm; Saturday 9:00 am - 1:00 pm. During the summer, the Library is open Monday - Thursday 7:30 am - 7:30 pm. We are located on the first floor of the NLIB building (look for the clock tower). Our virtual library, which is extensive, is available 24/7. It is our goal to enable our users to feel comfortable using the library and its services and to assist our users in developing their information literacy skills as part of their path to being a life-long learner.

Public Safety and Police Services (Facilities 200)

- The Alamo Colleges Police Department (ACPD) has emergency phones located throughout the campus for immediate assistance.
- Courtesy Patrol Assistance is available for locked keys and dead batteries during the hours of 7 a.m. to 3 p.m. and 5 p.m. to 10 p.m. Telephone 210-485-0099 for assistance.
- Escort service is also available for anyone needing assistance to his or her vehicle. Contact the officer on duty at the College.
- Lost and Found

**EMERGENCY TELEPHONE NUMBER 210-485-0911**
**NON-EMERGENCY NUMBER 210-485-0099**

Police protection is provided 24 hours a day, 365 days a year. The primary objective of the patrol officer is to provide a safe environment for employees, students, and the community.

Police duties include the following:

- Patrol functions (vehicle, foot, and bike);
- Identify suspicious activities and persons;
- Conduct field interviews;
- Conduct field investigations;
- Respond to call(s) for service;
- Provide escorts;
- Non-emergency requests;
- Traffic enforcement;
- Traffic accident investigations;
- Respond to alarms;
- Community relations;
- Crime prevention activity;
- Disturbance calls;
- Record the above (written reports).

Calls are assigned to the patrol officer on a priority basis. Criminal calls have priority over service calls or non-emergency requests.
Recruitment

The Office of Student Recruitment creates awareness of Northeast Lakeview College by recruiting a diverse student population comprised of traditional, non-traditional, transient, and transfer students. Our belief is to provide access to education available to all persons regardless of age, gender, or ethnicity and employs a variety of methods including high school recruitment through our College Connection Program, community outreach, printed materials, direct mail, telephone contacts, personal contacts, and campus tours.

Scholarship Office

Northeast Lakeview College, through the Alamo Colleges Foundation, offers a variety of scholarships for new, continuing and transfer students. Students who show academic interest, financial need, scholastic achievement, or commitment to community service are eligible to apply for scholarships.

A single online application (https://wwwsecure.alamo.edu/scholarship/application.aspx) allows students to be considered for all Northeast Lakeview College and Alamo Colleges scholarships. In addition, applicants may be eligible for and receive more than one scholarship. The Northeast Lakeview College scholarship application deadline is APRIL 1st of each year.

For additional information go to the website of the Financial Aid Resource section in this catalog.

Service Learning

Service Learning at Northeast Lakeview College encourages active learning through citizenship combined with academics. Service Learning is defined by the National Service Learning Clearing House as a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. At NLC, Service Learning opportunities are offered in certain class where instructors integrate a Service Learning component into their course curriculum, which may include offering students the chance to participate in a service project in the community that relates to the academic instruction. These projects are completed at a non-profit, state-funded, or government agency. Find out more about classes with a Service Learning component by emailing nlc-service@alamo.edu or visiting STCM 128.

Student Activity Fee Advisory Committee (SAFAC) (STCM 131)

The SAFAC is authorized to make annual and supplemental recommendations to the President of the College regarding the allocation of student services fees. Full membership includes five students and four faculty/staff members for a nine-member voting committee. The SAFAC meets on a monthly basis or as needed throughout the academic year to facilitate allocation requests from student services fees. For more information, contact the Student Development, Leadership and Activities Office at 210-486-5404.
Student Development, Leadership and Activities (SDLA) (STCM 131)

The Office of Student Development, Leadership and Activities is responsible for coordinating extra-curricular and co-curricular activities and programs that focus on the well-being and personal development of students. Activities and programs include student clubs and organizations, leadership programs/development, intramural and recreational sports programming. Co-curricular activities are designed to appeal to a variety of interests for students and the surrounding community. These activities include lectures, cultural activities, welcome activities and performance events. Through these activities students can make friends, develop social skills and practice leadership skills. Programs are often coordinated with various instructional departments to provide the student with valuable educational experiences. Student clubs and organizations are an important and vital component of the total educational experience. Student groups provide opportunities for training in leadership skills, personal satisfaction and fulfillment through campus and community volunteerism and development of social growth through involvement in the student organization. A list is available in the Office of Student Development, Leadership and Activities and the College website (www.alamo.edu/nlc/) and through OrgSync (https://orgsync.com/login/alamo-colleges ). Leadership programs/development includes opportunities to become involved in conferences, retreats, and volunteer opportunities to develop skills that enrich the College experience and the student’s quality of life. The Director of Student Development, Leadership and Activities, located in on the first floor of the student commons building, also oversees the operation of the College food services, vending and bookstore.

Transfer Articulation Agreements (STCM 101)

The Transfer Center at Northeast Lakeview College provides an array of resources and services for students planning to transfer to a four-year university. The most current transfer articulation agreements, university information, transfer equivalencies, transfer plans, general core requirements, and transfer scholarship information provided.

The objectives of the Transfer Center are:

1. To assist students who are planning to transfer to another college or university by providing them with information for admission, financial aid, scholarship, tuition, housing, and core/academic requirements.
2. To provide course equivalency sheets, Transfer Core Curriculum Sheets and Transfer Planning Guides.
3. To aid students in making their transfer experiences a seamless process.

The Transfer Center is located in the Opportunity Mall, on the first floor of the Student Commons Building. For additional information, contact the center at 210-486-5401, option 9 or nlc-transfer@alamo.edu.

Tutoring/Academic Support Center (ASC) (NLIB 214)

The Academic Support Center (ASC) provides free tutoring in math, writing, sciences, accounting, and other subjects to currently enrolled Alamo Colleges students on a walk-in basis. Tutoring is meant to supplement classroom instruction and help students improve their own understanding and skills. Tutors work collaboratively to help students achieve
their learning goals. The ASC provides students access to computers, study spaces, and academic resources, including online tutoring support. The online tutoring vendor can be helpful when the ASC is closed. Students have a specific number of online tutoring hours available to them each semester and can access them through their courses in CANVAS. We’ll be happy to help you access our services. The ASC is located on the second floor of the library in NLIB214. Staff can be contacted at 486-5365. Hours, tutoring schedules, and more details are available on the ASC LibGuide located at www.alamo.edu/nlc/tutoring.

**The Academic Testing Center (ATC) offers proctoring for:**

- Make-up testing for students who miss an exam date
- Testing for online Alamo College courses that need a physical testing site
- Special accommodation testing for students who have proper documentation

Before students can take an exam at the ATC, their instructor has to first make arrangements for test proctoring by submitting a Testing Form. The ATC only administers exams that are accompanied by a Testing Form containing proctoring guidelines from the instructor. After an instructor submits a Testing Form, a student may take the exam at the ATC by: 1) arriving with adequate time to complete the exam within the hours of operation, 2) bringing all necessary testing materials, and 3) presenting a valid photo ID. During high use times like midterms and final examinations, it is important that students not wait until the last hour to try and test. The Center gets very busy and has limited testing kiosks. Please plan accordingly.

The ATC is located on the second floor the library in NLIB212 and can be contacted at 486-5378. Hours, student guidelines for testing, and more details are available here. http://nlclibrary.libguides.com/asc

Please note that external tests from outside the Alamo Colleges, placement tests, TSI, THEA, and CLEP tests are administered at the Assessment Center located in the Student Commons.

**Veterans Affairs**

The Office of Veteran Affairs offers assistance to students receiving educational assistance under one of the public laws for veterans and/or their dependents. Students utilizing Veteran Affairs benefits should contact the Veteran Affairs Office before registration to obtain information regarding enrollment and specific requirements for the institution to process certification of attendance.

New student veterans are required to declare a major and provide official transcripts from every institution attended. Information on required documentation, eligibility and general information can be located on the Veteran’s Affairs webpage Alamo.edu/nlc/veterans “link to webpage”.

Students using VA benefits must notify the Office of Veterans Affairs of any adds, drops, course, or program changes.

**NOTE:** You must notify the Office of Veteran Services each semester/term regarding courses in which you are enrolled.
Veterans information at Northeast Lakeview College is available in Student Commons (Welcome Center and RM 111). Contact information: NLC-VA@alamo.edu: 210-486-5401 option 5 or make appointment at Alamo.edu/nlc/veterans.

Welcome/Call Center

Welcome Center
The Welcome Center is a comprehensive One-Stop service center designed to assist students in the navigation of enrollment services at Northeast Lakeview College. The One-Stop shop serves as a primary triage center to help students identify and understand the necessary steps for enrollment, advising, assessment and registration. The Center is staffed by personnel from admissions, advising, career and transfer services, and provides the following:

- The official landing and welcome booth for all visitors to the Student Commons Building Welcome and in-take services for all students
- Document in-take for admissions and enrollment
- Triage services to route students to the appropriate office

The Welcome Center serves as the “front door” of NLC, and promotes student success by directing students to student support services available to them on campus.

The Welcome Center is located on the first floor of Student Commons (Building 300).

Call Center
The Call Center is the information hub for Northeast Lakeview College and serves as a point of contact for students, parents, staff, faculty, and the community. The Call Center provides timely and accurate information on educational support services offered at Northeast Lakeview College as well as student questions regarding enrollment status. The Call Center responds to a variety of inquiries on:

- Getting started at Northeast Lakeview College
- Registering for courses
- Paying for college
- Degrees and courses offered
- College events
- Enrollment status
- and more

Call Center hours of operation are: Monday - Friday: (8:00am-5:00pm.)

Local 21ALAMO (210-212-5266) or Toll Free 1-844-20ALAMO (1-844-202-5266).
NLC Scholarships

Scholarships

Scholarships are available to Northeast Lakeview College students through the generosity of donors to the Alamo Colleges Foundation. For over 20 years, donors have provided funding for scholarships to students attending all of the Alamo Colleges located in Bexar County.

Since being established, Northeast Lakeview College has been the recipient of numerous public and private funds to support students attending Northeast Lakeview College. Through the Texas Higher Education Coordinating Board, STEM and Allied Health majors can receive $2,500 per year. Below is a list of those scholarships designated for specifically for Northeast Lakeview College students.

Army Residence Golden “K” Kiwanis Scholarship Fund
The intent of the Army Residence Community Golden “K” Kiwanis Scholarship Fund is to provide scholarship opportunities for students who are entering their second year of college at NLC.

E.F. “Smiley” and Sandra Williams Endowed Founders Scholarship
The E.F. “Smiley” and Sandra Williams Endowed Founders Scholarship award was established to encourage males to enter the field of education.

Firstmark Credit Union Endowed Founder’s Scholarship
This scholarship was established by Firstmark Credit Union to support the continuing education of students enrolled at Northeast Lakeview College.

Jordan Ford, Ltd. Founder’s Scholarship
This scholarship established by Jordan Ford, Ltd. is dedicated to providing financial support to students seeking higher education at Northeast Lakeview College. (Note: First priority will be given to employees of Jordan Ford, Ltd. and their dependents. Second priority will be given to individual from the community majoring in Business and Finance.)

Northeast Lakeview College Faculty Endowed Scholarship
This scholarship is funded by donations of faculty and staff at Northeast Lakeview College and by members of the community. To be eligible, students must be enrolled at the Alamo Colleges as a full-time student (minimum 12 hours), must list Northeast Lakeview College as their College of Registration/Home College, must be working toward a degree or certification or planning to transfer to a university, must have and maintain a cumulative 2.5 grade point average on a 4.0 scale, and must complete the Alamo Colleges Common Scholarship Application.

San Antonio Livestock Exposition Inc. Nutrition Scholarship
This scholarship funded by the San Antonio Livestock Exposition, supports students majoring in nutrition through the four semesters at NLC.

Minnie Stevens Piper First-Generation College Scholar
This scholarship is awarded to students who are the first generation in their family to attend college. The student must be ineligible for a federally-funded Pell grant.
Randolph-Brooks Federal Credit Union Founder’s Scholarship
Randolph-Brooks Federal Credit Union has established this scholarship for the expressed purpose of developing scholarship opportunities for students pursuing a college education at Northeast Lakeview College.

Texas-Science, Technology Engineering and Mathematics (T-STEM) Scholarship
Funded through the State, this scholarship opportunity is available to STEM majors and some allied health fields for students who attend full-time and who maintained an 80 average in their high school mathematics and sciences classes.

Applying for Scholarships at Northeast Lakeview College
At Northeast Lakeview College, students can be considered for Alamo Colleges Foundation, Northeast Lakeview College and government-funded scholarships. One application annually allows students to be considered for all of the scholarships that they are eligible for.

General Scholarship Eligibility
• To apply for a scholarship at Northeast Lakeview College, students must
• Be enrolled at Northeast Lakeview College
• Be enrolled full-time or part-time (12+ hours is full-time)
• Be pursuing an Associate Degree, Certificate of Completion, or plan to transfer
• Have and maintain a GPA of 2.00 - 4.00
• Maintain satisfactory academic progress as required by Student Financial Services.
• Refer to: http://www.alamo.edu/district/schships/policies.aspx
• Be a U.S. citizen or eligible non-citizen
• Not be related to any Alamo Colleges Board of Trustees or Foundation Board Members

Refer to www.legis.state.tx.us/tlodocs/80R/billtext/html/SB01325S.htm (appendix 5)

Applying for Scholarships
• Applicants must apply annually between January and March.
  • If applying for a departmental scholarship, obtain details from the academic department.
  • Complete the online application: https://wwwsecure.alamo.edu/scholarship/application.aspx.
• Some scholarships are awarded based on financial need. A completed FAFSA (www.fafsa.ed.gov) must be on file in the Northeast Lakeview College Financial Aid office if a student wants to be considered for any of those scholarships.
• Transcripts - New, high school seniors, and transfer students must submit a transcript/GED certificate to complete their scholarship application.

Selection of Recipients
Scholarship judges will review, rate and rank scholarship applications. Scholarship judges are Northeast Lakeview College faculty, staff, and community leaders. Each scholarship application is scored by a minimum of three judges who consider the applicants’ GPA, academic plans, involvement in extracurricular activities, leadership skills, participation in community service, and responses to the essay questions.

Scholarship Timeline
Scholarship application open early in the spring semester. The exact deadline for submitting a scholarship application varies from year-to-year, so applicants should plan to have their application turned in before the end of March. Applications are judged in early April, and awardees are notified by the end of June.

Scholarship Renewal
Some scholarships are renewable. These scholarships will be renewed on a semester-by-semester basis as long as the recipient maintains the scholarship criteria. Recipients will be notified at the time of the initial award if their scholarship is renewable.

Revocation of Award
Northeast Lakeview College and the Alamo Colleges Foundation reserve the right to cancel any scholarship at any time if the recipient fails, has falsified any reported information, or if the recipient fails to maintain satisfactory academic progress or the scholarship criteria.
Workforce Development and Community Education

Workforce Development and Community Programs

The Workforce Development and Community Programs Department at Northeast Lakeview College offers a wide variety of professional development and personal enrichment opportunities for every member of the community. From Microsoft applications, and IT certification courses for career development through the Workforce Training Network, to exciting Community Programs.

Will Fanning  
Dean of Professional and Technical Education  
Phone: 210-486-5308  
Email: wfanng2@alamo.edu  
Office: Northeast Lakeview College  
CATE Building Room 210 F

Norma Gutierrez  
Admin. Service Specialist  
Phone: 210-486-5380  
Email: ngutierrez78@alamo.edu  
Office: Northeast Lakeview College  
CATE Building Room 210 D

Community Programs

NLC Community Programs (CP) offers something for everyone. The creative summer camps for children and personal enrichment classes are fun, affordable, and designed to fit all ages and interests. Other categories of classes include: Art - painting and soap making; Music - guitar lessons, voice lessons; Cooking and Cake Decorating; ESL and GED; Outdoor Activities - gardening, archery; Sports and Fitness - yoga, Zumba; Technology - cybersecurity and web design and much more.

Visit the NLC Community Programs website and Facebook page for more information:  
www.facebook.com/nlccommunity

Contact information: 
www.alamo.edu/nlc/nlccommunity  
Career and Technology Building (CATE), Suite 210  
1201 Kitty Hawk Road, Universal City, TX 78148

Katie Robinson  
Community Programs Specialist  
Phone: 210-486-5385  
Email: krobinson97@alamo.edu  
Office: Northeast Lakeview College  
CATE Building Room 210 C
Workforce Programs

NLC Workforce Programs provide quality, relevant, and essential traditional and non-traditional educational programs to community organizations, businesses, industry, the military and students. Flexible scheduling includes evenings, weekends, and weekdays.

Contact information:
http://www.alamo.edu/wtn/
Career and Technology Building (CATE), Suite 210
1201 Kitty Hawk Road, Universal City, TX 78148

Anthony Andrade
Information Technology Program Manager
Phone: 210-486-5386
Email: gandrade5@alamo.edu
Office: Northeast Lakeview College
CATE Building Room 210 H
Admissions

The Alamo Colleges (Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip’s College, San Antonio College) encourage students to pursue an education beyond high school and welcome all students to attend.

Admissions Classifications

The Alamo Colleges recognize a variety of admissions:

High School Graduates
Students who have graduated from high school.

GED Applicants
Students who have passed the General Education Development test.

Home Schooled Graduates
Students who have completed the curriculum outlined for their home school diploma.

Dual Credit Applicants
Eligible high school students who can earn college credit for selected high school courses.

Early Admissions Applicants
Students who have completed the sophomore year of high school or the home school equivalent by the start of the academic term for which they wish to enroll. The Alamo Colleges does not guarantee that college credit earned through the Early Admission program will satisfy high school requirements.

Individual Approval Applicants
Students who are eighteen (18) years or older and who are graduates of high school or the equivalent may be admitted if they can provide evidence to indicate that high school graduation occurred.

Former Alamo Colleges Students
Students who have previously attended one or more of the Alamo Colleges and have not enrolled within the past twelve (12) months at any other college or university.
College or University Transfers

Students who have previous college work at an accredited college or university, including the Community College of the Air Force (CCAF), and plan to attend the Alamo Colleges.

College or University Transients

Students enrolled in a university who are taking courses at the Alamo Colleges for only one semester.

International Students

Students who hold non-immigrant visas.

Senior Citizens

Students who will be age 65 by the census date of the term for which they wish to enroll as course availability allows and are seeking a reduced tuition.

Open Admissions

The Alamo Colleges have an open door admissions policy to ensure that every person has the opportunity to access a college education. There are no minimum admissions requirements (i.e. minimum entrance exam scores, minimum GPA or class ranking, etc.). The only requirement is completion of a high school diploma or GED. As Federal Equal Employment Opportunity (EEO) institution, the Alamo Colleges admits students without regard to race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation.

General Admission Requirements

Students must complete the application process by the published application deadline for the term they plan to attend. A new application is required for anyone who applied but did not register and for former students who stopped out for one calendar year or more. An application is good at all Alamo Colleges. Students missing the application deadline for a regular fall or spring term (16 week session) may apply for the Start II or Flex II part of term within that same term.

In addition, students must meet federal and state regulatory requirements and any professional standards regarding admissions to the Alamo Colleges or specific programs. Students applying to college for the first time must complete the AlamoENROLL Checklist, which consists of a series of educational and college readiness modules for promoting student success.

Admissions requirements:

- Submission of an ApplyTexas application
- Appropriate transcript(s)
High School Admissions

High school graduates applying to college for the first time must meet the criteria for admission listed below. Following graduation, high school students are responsible for submitting complete, official high school transcripts. The Alamo Colleges will not consider a high school transcript complete without a posted graduation date.

International students who are transferring from a high school need to also look at the International Student Admission category to complete the needed steps for international admission as well. (http://www.alamo.edu/international/)

- **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. 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. Official high school transcripts **must include at least six 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. Registration for future terms will not be allowed until submission of final official high school transcript.
  - Students unable to submit an official high school/college transcript prior to enrollment the first (1) semester in the Alamo Colleges because of financial obligations:
    - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee
    - will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
    - will be admitted conditionally for with unofficial credentials
    - will not be permitted to re-enroll in future semesters after 12 month period
    - will have official transcripts withheld until all admission requirements are met

- For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

GED Admissions

GED recipients applying to college for the first time must complete the criteria for admission listed below. Following passing the test, GED students are responsible for submitting complete, official test scores. International students who are transferring with a GED equivalent need to also look at the International Student Admission category to complete the needed steps for international admission as well. (http://www.alamo.edu/international/)
• 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
  - TEA website for passing score
• For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as Home School Admission graduates. In addition to the standard criteria for admission to the Alamo Colleges, home schooled students must present a signed, notarized record of the high school equivalent work completed and the date of graduation. A final, official high school transcript includes a posted graduation date, a physical address in the United States (to ensure that state’s standards are met). International students who are transferring with a GED equivalent need to also look at the International Student Admission category to complete the needed steps for international admission as well. (http://www.alamo.edu/international/)

• 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 official transcript of the high school equivalent work. In addition, the non-final official high school transcripts must include at least six (6) complete semesters and be notarized. By the end of the first (1) semester of enrollment, a student must submit a final official transcript that includes the high school graduation date and notarization. Registration for future terms will not be allowed until submission of final official high school transcript.
  • For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

Early Admissions

Several programs allow students who have not yet graduated from high school or completed home school to get a jump start on the future, including early admission for qualifying students. The Alamo Colleges does not guarantee that college credit earned through the Early Admission program will satisfy high school requirements. Students should check with high school to verify if credit can be used to satisfy high school requirements. Early admission students must meet the following criteria:

• 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 by the start of the academic year enrolled.
- Complete and submit the Early Admit form to the Enrollment Services/Admissions and Records office
- 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 at one of the Alamo Colleges
- Demonstrate college-level ability in the subject area(s) requested
- For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

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.

In order to obtain an official transcript of Alamo Colleges coursework after high school graduation, an early admit students must obtain a final official transcript that includes the graduation date. Prior to high school graduation, the Alamo Colleges will only release an official transcript of Alamo Colleges coursework directly to other institutions of higher education at the student’s request.

**Early admissions students seeking to continue enrollment with the Alamo Colleges 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.**

**Individual Approval Admissions**

Students who (1) are not graduates of high school or the equivalent, (2) are graduates of high school or the equivalent but cannot obtain an official transcript due to the institution and/or academic records no longer existing, (3) cannot provide a transcript due to financial obligation at a previous institution, or (4) have other extenuating circumstances may be admitted through an Individual Approval petition.

**Individual Approval requests must be approved and all enrollment steps must be completed in order to register.**

- Apply for admission
  - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit Individual Approval request
  - Individual Approval request are available at the college’s Enrollment Services/Admissions and Records office.
  - Individual Approval requests and all required documentation must be submitted four weeks prior to the start of courses.
**Dual Credit Admissions**

The Dual Credit Program allows eligible high school students to earn college credit for selected high school courses in which they are currently enrolled while completing their high school requirements. In order for students to participate in the program, area high schools must be approved to offer Dual Credit courses.

Dual credit students meet the following criteria:

- **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 Dual Credit form(s), including Parental Consent form and high school counselor approval**
- **Submit a notarized transcript if home schooled**
- **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 if taking course(s) on the college site**
- **State law requires that entering students who are 21 years old or younger 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. Check the Alamo Colleges website for additional information at http://www.alamo.edu/meningitis/. Information is also available through the Texas Higher Education Coordinating Board (THECB).**
- **Provide proof of residency if requested to correct your student record**
- **For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/**

In accordance with the Alamo Colleges policy, high school junior and senior students may take up to two Dual Credit classes per regular semester and high school sophomores may take one Dual Credit class per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only.

Dual Credit students (currently enrolled in high school) who have earned college-course credit from another institution(s) of higher education must provide an official transcript of coursework to ensure that prerequisite requirements are applied.

Alamo Colleges policy allows tuition to be waived for two (2) courses [six (6) to eight (8) semester credit hours] per semester for the Dual Credit Program. Students in the Dual Credit program must reside in Bexar or the service area counties*.

Prior to high school graduation the Alamo Colleges will only release an official transcript of Alamo Colleges coursework directly to other institutions of higher education at the student’s request. Official transcripts of the Alamo Colleges coursework will be released when the student’s complete, official high school transcript, including the graduation date, is on file. First transcript is free and additional requests have a fee. See Non-Refundable Fees for price rates. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school. There is a transcript fee.
Dual credit students seeking to continue enrollment with the Alamo Colleges 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.

*Bandera, Comal, Kendall, Kerr, Medina, and Wilson counties; Atascosa County, except the territory within the Pleasanton ISD; and Guadalupe County, except the territory within the San Marcos Consolidated ISD.

Transfer Admissions

A transfer student is any student who has completed previous college work at an accredited college or university and plans to attend the Alamo Colleges. A New Transfer/Transient Evaluation Fee is required of students transferring into the Alamo Colleges.

International students who are transferring from a college/university need to also look at the International Student Admission category to complete the needed steps for international admission as well. (http://www.alamo.edu/international/)

- 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 in an official college sealed envelope or electronically (encrypted transcripts from an approved institution)
  - Transfer students must submit an official transcript from the last undergraduate college or university attended. Students submitting an in-progress transcript need to submit a completed transcript at the end of the semester. To ensure that all transferable credits are awarded, a student must submit all college or university transcripts with all grades posted.
  - Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined in the Academic Dismissal Procedure.
  - Official Community College of the Air Force (CCAF) transcripts fulfill the last college attended admissions requirement.
  - Students seeking transfer credit from foreign institutions must submit the official transcript and evaluation by a member of the National Association of Credential Evaluation Services (NACES). Please note: Some evaluation services require translation from a specific translation service.
  - Students unable to submit an official high school/college transcript prior to enrollment the first (1) semester in the Alamo Colleges because of financial obligations:
    - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee
    - will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
    - will be admitted conditionally for with unofficial credentials
    - will not be permitted to re-enroll in future semesters after 12 month period
    - will have official transcripts withheld until all admission requirements are met
• For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.
• Contact the college Admissions/Enrollment Services office for questions concerning the transcript.

Transient Admissions

Students with earned credit hours and seeking a degree at another institution of higher education who plan to take courses at the Alamo Colleges for one term only are considered transient students. Students should complete the application process well before registration begins for the term they plan to attend. A New Transfer/Transient Evaluation Fee is required of students transferring into the Alamo Colleges. International students who are transferring from a college/university need to also look at the International Student Admission category to complete the needed steps for international admission as well. (http://www.alamo.edu/international/)

The steps to complete transient student admissions requirements are:

• Apply for admission
  - Complete and submit the two (2) year admission application as a transient student through ApplyTexas by the deadline of the summer semester of intended admission. An active application is required to move forward with the enrollment process.
• Submit transcripts
  - Transient students must submit an official transcript from the last undergraduate college or university attended. Upon completion of the semester, students may request their Alamo Colleges transcript be sent to their college.
  - If students remain enrolled for the subsequent semester, they must submit an official transcript with final grades posted.
• For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

Students with earned credit hours and seeking a degree at another institution of higher education who plan to take courses at the Alamo Colleges for one term only are considered transient students. A New Transfer/Transient Evaluation Fee is required of students transferring into the Alamo Colleges. The steps to complete transient student admissions requirements are:

• Apply for admission
  - Complete and submit the two (2) year admission application as a transient student through ApplyTexas by the deadline of the summer semester of intended admission. An active application is required to move forward with the enrollment process.
• Submit transcripts
  - Transient students must submit an official transcript from the last undergraduate college or university attended.
  - If students remain enrolled for the subsequent semester, they must submit an official transcript with final grades posted.
Students should complete the application process well before registration begins for the term they plan to attend. Fulfillment of Texas Success Initiatives (TSI), advising and enrollment steps, and course pre-requisites may be required prior to registration.

Former Student Admissions

Students who have previously attended one or more of the Alamo Colleges 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. Returning students whose last status was Academic Dismissal must petition for registration 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 who are 21 years old or younger 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. Check the Alamo Colleges website for additional information at http://www.alamo.edu/meningitis/. Information is also available through the Texas Higher Education Coordinating Board (THECB).

- Students who are returning to Alamo Colleges after attending another institution of higher learning need to submit transcripts from transfer institution(s).

- If students return to the Alamo Colleges 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.

- For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

International Student Admissions

All persons seeking admission holding non-immigrant visas will be processed as international students. Applicants who do not currently hold a non-immigrant visa or who wish to change of status from current visa may apply for admissions under an F-1 (Academic or Language) non-immigrant visa student. Please go to http://www.alamo.edu/international/ for specific checklist items.

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 an ApplyTexas application and the International I-20 Application.

International students who are transferring from a high school or equivalent, college, or university need to also look at the appropriate admission category to complete the needed steps for Alamo Colleges’ admission as well.

- High School Admission
- GED Admission
- Home School Admission
- Transfer Admission
- Transient Admission
Applicants on an F-1 visa who wish to concurrently enroll with this institution must submit an ApplyTexas application for admissions and the International: Concurrent Application.

Applicants who currently hold a non-immigrant visa that are eligible to study in the United States must submit an ApplyTexas application for admissions and the International: Other Visa Application.

All international applicants must follow the admission steps outlined for their visa type on the International Student webpage.

All foreign credentials must be evaluated. General admission only requires a general evaluation.

Students seeking transfer credit from foreign institutions must submit the official transcript for a course-by-course evaluation.

All evaluations must be completed by a member of the National Association of Credential Evaluation Services (NACES) or American Association of Collegiate Registrars and Admissions Officers (AACRAO). Please note: Some evaluation services require translation from a translation service.

For a complete list of Enrollment (Registration) Steps go to http://www.alamo.edu/alamoenroll/.

Senior Citizen Admissions

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

Students using a tuition waiver must meet the following conditions:

**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 part of term based on space availability

Additional steps for college credit courses:

- 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

- Must complete a QuickAdmit application and the Course Audit form
- May enroll only on the first day of the part of term based on space availability

Additional steps for audit of college credit courses:

- Tuition waived, but responsible for associated fees and $65 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

**Note:** Senior Citizen waiver and audits do not apply to Continuing Education courses. Senior Citizens who audit do not have to submit admission credentials and are not subject to admission holds.

Audit Admissions

Audit 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.** In addition to tuition and fees for the course, an additional charge will apply.

Students who enroll only for Audit admission must:

- Complete the ApplyTexas application

**Note:** Students who audit do not have to submit admission credentials and are not subject to admission holds.

Audit courses cannot be changed to credit or 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

A new application is required for anyone who is attending for the first time, who applied but did not register and for former students who have not attended for one year or more. **One application is sufficient for admission to all five Alamo Colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip’s College.** Students may access computers at all of the Alamo Colleges. The process should take 15-30 minutes. If the application is not completed in a single session, the file should be saved.

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

- Social Security Number
**Note:** Providing your social security number (SSN) is optional, but it is **strongly recommended.** Applications and documents without social security numbers are difficult to match up, which may result in additional processing time for admissions and financial aid. For questions or concerns, contact the Enrollment Services/Admissions and Records Office.

- 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, expiration date and number
- Names and dates of high school(s) and non-Alamo College(s)/university(ies) attended
- Academic standing at previous college(s)/university(ies)

Guidelines for completing the ApplyTexas application are available through the Alamo Colleges’ home page at alamo.edu.

- Logon 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 to the appropriate Alamo College
- 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 Enrollment Services/Admissions and Records Office. Students will receive an email with a verification number from ApplyTexas.

Dual Credit students must contact the High School Program office at the respective college of the Alamo Colleges.

**When you consult with one of the Alamo Colleges, please have your email verification and confirmation number with you.**

**Joint Admissions Agreement**

While attending the Alamo Colleges, students may complete a **Joint Admissions Agreement** and follow a degree plan designated by a specific university. The degree plan outlines the courses that will apply toward a specific major at a specific university.

Most colleges and universities maintain catalogs online. See a complete listing of Texas institutions of higher education online at the Higher Education Locator Map. Direct transfer questions to the Academic Counseling/Advising Centers.

**Steps to Enrollment**

To view the Alamo Colleges enrollment process and download a printer friendly “Step by Step” Checklist, please refer to the AlamoENROLL website and choose your enrollment classification.

- Future Students
• Former Students
• Transfer Students

Additional information and resources, including college success information, financing your future, application assistance, computer lab locations and hours, technical support and web browser information, are also available.

Academic Holds

Academic holds prevent the release of official Alamo Colleges’ transcripts and/or prevent registration. Academic holds result when students:

• do not provide an official high school transcript demonstrating graduation
• do not provide an official college transcript
• do not comply with academic policy
• are required to consult an advisor
• do not return equipment
• have a monetary outstanding balance

Admission Appeal Procedure

All students who fail to meet the academic criteria stated in the Alamo Colleges’ current catalog, students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal), and students on Suspension from any institution must follow the admission/readmission procedures as described in the guidelines outlined under Academic Dismissal in Academic Standing and Probation in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) (online under the Texas Higher Education Coordinating Board, Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework. TSI measures reading and writing, and mathematics skills to determine students’ readiness to enroll and perform in entry-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 the Alamo Colleges based on TSI scores or college placement scores. Students must comply with the TSI rule by taking the new TSI ASSESSMENT exam or meet exemption requirements in order to enroll in courses. The exam is offered at any of the Alamo Colleges’ testing centers. Students who have taken any of the previously approved TSI assessment exams below and enrolled in courses may not need to test. Visit any of the Alamo Colleges' testing centers for further details.

Previously approved TSI Assessment Exams:

• THEA
• THEA IBT  
• ASSET  
• Accuplacer  
• QT (Quick THEA)

Effective August 26, 2013 the TSI Assessment examination is the only administered placement exam.

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.*

• **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.*

• **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 five (5) 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. At the Alamo Colleges, a diagnostic or college-level placement exam may be required for students seeking a certificate.

• **Military**  
  Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US 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 US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces. Students who meet this exemption are encouraged to take the TSI ASSESSMENT for diagnostic purposes to aid in program and course selection during advising.

• **STARR End of Course**  
  Minimum of Level 2 (required minimum score of 2000 for reading, minimum score of 2000 for writing, and minimum combined score of 4000) on the English III shall be
exempt from the TSI ASSESSMENT for both reading and writing, and a minimum of Level 2 (must receive minimum score of 4000) on the Algebra II EOC shall be exempt from the TSI Assessment for mathematics. Scores are valid for five (5) years from date of testing.

- **College Prep**
  A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. Students must enroll in content area (English and/or Math) entry-level course within one (1) year of enrollment. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

**Students who do not provide official documentation to verify one of the exemptions above are required to take the TSI ASSESSMENT.**

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

See Texas Education Code: Section 51.30621, Chapter 4, Subchapter online.

**Common Entry Requirements for Course Placement**

A detailed reference guide for common entry requirements and course placement is updated periodically throughout the academic year. Click for a pdf version of the Common Entry Requirements effective Spring 2016 *(appendix 6).*

**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 the Alamo Colleges. Fresh Start Declaration must be requested at the student's home college and will be applied for all Alamo Colleges and not one specific institution. Specific requirements for various non-traditional means are described below.

Students electing this policy may not single out specific credits to omit. Rather 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 any of the Alamo Colleges 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 or eligibility in programs that require a separate admissions policy.** Academic
Fresh Start courses are NOT excluded from Three-Peat, Six Drop Limit or 27 Hour Rule processing.

This provision does not exempt students from notifying the Alamo Colleges 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.

**Academic Advising**

To be adequately prepared for registration, students should 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 of what is required to achieve the goal can save time and money.

Advising is required for:
- All first-time college students, including Dual Credit students who have graduated from high school
- Transfer college students to the Alamo Colleges with fewer than fifteen (15) earned college semester credit hours
- Students with Academic Holds, e.g., Student Development and Academic Dismissal

If a college requires one-on-one or group advising, a registration hold will be placed on the student’s record until the requirement has been met.

Students are encouraged to consult with an academic counselor/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 counselor/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. The Alamo Colleges’ transfer services aid students in making their transfer experience a seamless process. **It is the responsibility of all students to ensure that they take courses at the Alamo Colleges that will be accepted by the senior institutions they wish to attend.**

Students should consult a current Class Schedule, the Alamo Colleges’ website, or contact an advisor for specific information pertaining to academic advising.

**Advising PIN**

Effective Fall 2016 registration, the Alamo Colleges utilizes Advising PIN (Personal Identification Number) processing at critical advising touchpoints to ensure that students meet with their Advisor during their educational pathway. Students are required to meet with their assigned advisor when they complete 15 hours, 30 hours and 45 hours of college credit hours for coursework in an associate degree program as defined by the State Legislation §9.555.Student Advising, notwithstanding Texas Education Code §51.9685.
EFFECTIVE TERMS

PINs will be rolled out at the following phases:

<table>
<thead>
<tr>
<th>Registration Term</th>
<th>Implementation Date</th>
<th>Students Receiving PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>February 1, 2016</td>
<td>45 HR PIN</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>October 1, 2016</td>
<td>45 HR plus 15 HR PIN</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>February 1, 2017</td>
<td>45 HR, 15 HR, plus 30 HR PIN</td>
</tr>
</tbody>
</table>

Transfer Credit Policy

Transfer Credit

To meet the requirements, only those courses in which a “D” 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 academic plan. This policy applies to all degree plans. Credit may be transferred to the Alamo Colleges from colleges and universities accredited by one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Western Association of Colleges and Schools
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges

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 Continuing Education & Training (ACCET)
- 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)

The Alamo Colleges Center for Student Information (CSI) is responsible for verifying an institution’s accreditation status and for processing existing course equivalencies. 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 the college of the Alamo Colleges granting the degree or certificate.

To meet the requirements, only those courses in which a “D” 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 degree requirements. This policy applies to all degree plans.

Courses taken ten (10) or more years prior to a student’s last enrollment at the Alamo Colleges 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 lead with approval by the VPAS.

Transfer Transcript Evaluation

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

The Alamo Colleges accept any passing grade from any accredited institution. Passing is a grade of “D” or better. Transcripts received become the permanent property of the Alamo Colleges.

Official transcripts from all colleges and universities attended must be forwarded to the respective Alamo Colleges. 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 Joint Services Transcript (JST).

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

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). Note: Some evaluation services require translation from a translation service. All Alamo Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to the Alamo Colleges from other institutions and/or when the Alamo Colleges’ 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.
• 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.

Transfer Rules Noncompliance Policy

If it is determined by the Texas Higher Education Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution’s appropriations.

Transcript Request

Students may access unofficial transcripts and grades through ACES Web Services at alamo.edu.

To request an official transcript of record, students must complete a Transcript Request Form online through ACES. Once processed, transcripts will be sent as requested. Students receive the first transcript free of charge; a fee may be charged for all additional official transcripts. See Non-Refundable fees for additional information.

In compliance with FERPA regulations and Alamo Colleges policy, transcripts may only be released to the student of record. Transcripts may be requested online through ACES Web Services at alamo.edu

Educational Releases signed by the student are required for each request and are subject to review.

The Alamo Colleges 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.

Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from last accredited institution attended) and satisfied all financial obligations to the Alamo Colleges.

Credit by Non-Traditional Means

The Alamo Colleges provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. The Alamo Colleges, with appropriate departmental guidelines, reserve the right to determine the
acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) college semester credit hours at any of the Alamo Colleges.

Military-connected students needing an evaluated degree plan to obtain Military Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA) funding may have transfer credit for CLEP posted to their student record in advance of receiving six (6) college semester credit hours at any of the Alamo Colleges. Eligible students must submit a request for CLEP review to their home-college Enrollment Office. Acceptable CLEP credit will be posted to the student record after the census date for the first term of attendance. Questions can be directed to dst-military@alamo.edu.

Credit hours earned by examination and/or awarded through non-traditional means will be posted as CR and will not be included in a student’s GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned, excluding I and W.

Students planning to transfer to other institutions should consult with those institutions regarding their policies on granting non-traditional credit.

Internal Examinations for Credit Hours

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 Assessment Center and/or department. Upon approval students must pay the appropriate costs as defined in the fee schedule.
- Take a comprehensive written examination that may include prescribed performance tests.
- Receive a performance grade of “C” or better to receive credit.

Note: 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

Minimum scores are defined in the CLEP/AP Credit section below.

A student can re-take an external exam after 3 months have passed.

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 accredited institutions.
CLEP/AP Credit

The Alamo Colleges recognize 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 as least six (6) hours of course credit from any of the Alamo Colleges. Specific information is provided in the following tables.

CLEP Credit-Granting Scores and Semester Hour Recommendations

<table>
<thead>
<tr>
<th>CLEP Test</th>
<th>Score</th>
<th>Sem. Hr.</th>
<th>Alamo Colleges Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>COSC 1301</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td>BUSI 2301</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>BMGT 1327</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>MRKG 1311</td>
</tr>
<tr>
<td><strong>Composition and Literature</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2327 &amp; ENGL 2328</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL 1301 &amp; ENGL 1302</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2322 &amp; ENGL 2323</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUMA 1301</td>
</tr>
<tr>
<td><strong>Foreign Languages</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language, Level 1</td>
<td>50</td>
<td>8</td>
<td>FREN 1411 &amp; FREN 1412</td>
</tr>
<tr>
<td>French Language, Level 2</td>
<td>59</td>
<td>14</td>
<td>FREN 1411 &amp; FREN 1412 &amp; FREN 2311 &amp; FREN 2312</td>
</tr>
<tr>
<td>German Language, Level 1</td>
<td>50</td>
<td>8</td>
<td>GERM 1411 &amp; GERM 1412</td>
</tr>
<tr>
<td>German Language, Level 2</td>
<td>60</td>
<td>14</td>
<td>GERM 1411 &amp; GERM 1412 &amp; GERM 2311 &amp; GERM 2312</td>
</tr>
<tr>
<td>Spanish Language, Level 1</td>
<td>50</td>
<td>8</td>
<td>SPAN 1411 &amp; SPAN 1412</td>
</tr>
<tr>
<td>Spanish Language, Level 2</td>
<td>63</td>
<td>14</td>
<td>SPAN 1411 &amp; SPAN 1412 &amp; SPAN 2311 &amp; SPAN 2312</td>
</tr>
</tbody>
</table>

Level 1: equivalent to the first two (2) semesters of college-level foreign language course work
Level 2: equivalent to the first four (4) semesters of college-level foreign language course work

*Based on Computer Based Testing (CFBT) beginning July 2001

<table>
<thead>
<tr>
<th>History and Social Sciences</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>GOVT 2302 or GOVT 2305</td>
</tr>
<tr>
<td>History of the United States I: Early Colonization to 1877</td>
<td>50</td>
<td>3</td>
<td>HIST 1301</td>
</tr>
<tr>
<td>History of the United States II: 1865 to Present</td>
<td>50</td>
<td>3</td>
<td>HIST 1302</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>PSYC 2314</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>PSYC 2301</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>SOCI 1301</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>ECON 2301</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>50</td>
<td>3</td>
<td>HIST 2311</td>
</tr>
<tr>
<td>Western Civilization II: 1648 to Present</td>
<td>50</td>
<td>3</td>
<td>HIST 2312</td>
</tr>
</tbody>
</table>
1 Students taking the CLEP test will earn equivalent college credit from any of the Alamo Colleges when attaining the scores indicated and the credit is treated as equal to a grade of CR 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 any of the Alamo Colleges. Students may not earn more than 32 total hours from any testing equivalency source.

Founded in 1918, the American Council on Education (ACE) is the nation’s unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives.

The College Board

AP Credit-Granting Scores and Semester Hour Recommendations

<table>
<thead>
<tr>
<th>AP Test</th>
<th>Score</th>
<th>Sem. Hr.</th>
<th>Alamo Colleges Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/History of Art</td>
<td>3</td>
<td>6</td>
<td>ARTS 1303 &amp; ARTS 1304</td>
</tr>
<tr>
<td>Art/Studio (Drawing or General Portfolio)</td>
<td>3</td>
<td>3</td>
<td>ARTS 1316</td>
</tr>
<tr>
<td>Biology</td>
<td>3 or above</td>
<td>4</td>
<td>BIOL 1406</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>4</td>
<td>MATH 2413</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>8</td>
<td>MATH 2413 &amp; MATH 2414</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3 or above</td>
<td>3</td>
<td>CHEM 1311</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>3</td>
<td>COSC 1301</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3</td>
<td>3</td>
<td>COSC 1301</td>
</tr>
<tr>
<td>Economics/Macroeconomics</td>
<td>3</td>
<td>3</td>
<td>ECON 2301</td>
</tr>
<tr>
<td>Economics/Microeconomics</td>
<td>3</td>
<td>3</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>English/Language and Composition</td>
<td>3</td>
<td>6</td>
<td>ENGL 1301 &amp; ENGL 1302</td>
</tr>
<tr>
<td>English/Literature and Composition</td>
<td>3</td>
<td>6</td>
<td>ENGL 1301 &amp; ENGL 1302</td>
</tr>
<tr>
<td>Environmental Science</td>
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<td>3</td>
<td>BIOL 2306</td>
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<tr>
<td>French Language</td>
<td>3</td>
<td>8</td>
<td>FREN 1411 &amp; FREN 1412</td>
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<tr>
<td></td>
<td>4</td>
<td>11</td>
<td>FREN 1411 &amp; FREN 1412 &amp; FREN 2311</td>
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<tr>
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<td>5</td>
<td>14</td>
<td>FREN 1411 &amp; FREN 1412 &amp; FREN 2311 &amp; FREN 2312</td>
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<tr>
<td>French Literature</td>
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<td>14</td>
<td>FREN 1411 &amp; FREN 1412 &amp; FREN 2311 &amp; FREN 2312</td>
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<tr>
<td>Course</td>
<td>Credits</td>
<td>Additional Credits</td>
<td>Equivalent College Course(s)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>--------------------</td>
<td>------------------------------------------------------------------</td>
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<tr>
<td>German Language</td>
<td>3</td>
<td>8</td>
<td>GERM 1411 &amp; GERM 1412</td>
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<td></td>
<td>4</td>
<td>11</td>
<td>GERM 1411 &amp; GERM 1412 &amp; GERM 2311</td>
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<tr>
<td></td>
<td>5</td>
<td>14</td>
<td>GERM 1411 &amp; GERM 1412 &amp; GERM 2311 &amp; GERM 2312</td>
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<tr>
<td>Government and Politics/US</td>
<td>3</td>
<td>3</td>
<td>GOVT 2305</td>
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<tr>
<td>History/European</td>
<td>3</td>
<td>6</td>
<td>HIST 2311 &amp; HIST 2312</td>
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<tr>
<td>History, United States</td>
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<td>6</td>
<td>HIST 1301 &amp; HIST 1302</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>3</td>
<td>GEOG 1302</td>
</tr>
<tr>
<td>Latin/Literature</td>
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<td>8</td>
<td>LATI 1311 &amp; LATI 1312</td>
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<tr>
<td>Latin/Vergil</td>
<td>3</td>
<td>6</td>
<td>LATI 2311 &amp; LATI 2312</td>
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<tr>
<td>Music Theory(^1)</td>
<td>3</td>
<td>2-3</td>
<td>MUSI 1211 or MUSI 1311</td>
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<tr>
<td>Physics B</td>
<td>3 or above</td>
<td>4</td>
<td>PHYS 1401 or (PHYS 1301 &amp; PHYS 1101)</td>
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<td>Physics C/Mechanics</td>
<td>3</td>
<td>4</td>
<td>PHYS 2425</td>
</tr>
<tr>
<td>Physics C/Electricity and Magnetism</td>
<td>3</td>
<td>4</td>
<td>PHYS 2426</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>3</td>
<td>PSYC 2301</td>
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<tr>
<td>Spanish Language</td>
<td>3</td>
<td>8</td>
<td>SPAN 1411 &amp; SPAN 1412</td>
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<tr>
<td>Statistics</td>
<td>3</td>
<td>4</td>
<td>MATH 1442</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>6</td>
<td>HIST 2321 &amp; HIST 2322</td>
</tr>
</tbody>
</table>

\(^2\) Students taking the AP test will earn equivalent college credit from any of the Alamo Colleges when attaining the scores indicated and the credit is treated as equal to a grade of CR 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 any of the Alamo Colleges and students may not earn more than 32 total hours from any testing equivalency source.

\(^3\) Some colleges offer MUSI 1211 which is a 2 credit hour course; others offer MUSI 1311 which is a 3 credit hour course.

**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. 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. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

**Work Experience and Prior Learning Credit**

A prior learning assessment option, available in late Fall 2012, is to enroll in a course that helps the student prepare a portfolio that aligns experience and skills with the learning outcomes of specific courses. The fee for the course includes instruction and feedback on developing the portfolio and assessment directly through LearningCounts.org, an online resource. The requirement to earn six (6) college semester credit hours at one of the Alamo Colleges before the credits earned through this option is waived.

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

Sources of prior learning may include:

- Prior employment
- Extensive technical training in high school
- Trade or proprietary school equivalence
- Certification/licensure/credentials equivalents
- National ACE guides
- Military service
- Special agreements

After admission to the Alamo Colleges, students should consult with the appropriate academic department to determine whether work experience/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 work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/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 work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods are posted on the transcript as equivalency credit (non-graded). The Alamo Colleges 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 college’s Dean of Career and Technical Education and approval by the academic vice president.

Up to the 32-hour maximum may be awarded once the student has earned six (6) college semester credit hours at the respective college. 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.

International Baccalaureate Diploma Program

The Alamo Colleges will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. For examined subjects, a grade of CR will be posted and not included in GPA. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program. A minimum of six (6) hours of college-level credits must be earned at any of the Alamo Colleges before the International Baccalaureate credits are awarded.

International Baccalaureate Diploma Credit Matrix for the Alamo Colleges

IBD students must provide an official transcript with exam title and score.

<table>
<thead>
<tr>
<th>Alamo Colleges Course(s)</th>
<th>Credits</th>
<th>IBD Exam Title</th>
<th>IBD Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 &amp; ENGL 1302</td>
<td>6</td>
<td>Language 1</td>
<td>4 or higher</td>
</tr>
<tr>
<td>CHIN 1411 &amp; CHIN 1412</td>
<td>8</td>
<td>Language 2</td>
<td>4 or higher</td>
</tr>
<tr>
<td>FREN 1411 &amp; FREN 1412</td>
<td>8</td>
<td>Language 2</td>
<td>4 or higher</td>
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<td>FREN 2311 &amp; FREN 2312</td>
<td>6</td>
<td>Language 2</td>
<td>4 or higher</td>
</tr>
<tr>
<td>SPAN 1411 &amp; SPAN 1412</td>
<td>8</td>
<td>Language 2</td>
<td>4 or higher</td>
</tr>
<tr>
<td>SPAN 2311 &amp; SPAN 2312</td>
<td>6</td>
<td>Language 2</td>
<td>4 or higher</td>
</tr>
<tr>
<td>COSC 1301</td>
<td>3</td>
<td>Math and Computer Science</td>
<td>4 or higher</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>3</td>
<td>Math and Computer Science</td>
<td>4 or higher</td>
</tr>
<tr>
<td>BIOL 1406</td>
<td>4</td>
<td>Experimental Sciences</td>
<td>4 or higher</td>
</tr>
<tr>
<td>CHEM 1311 &amp; CHEM 1111 or CHEM 1411</td>
<td>4</td>
<td>Experimental Sciences</td>
<td>4 or higher</td>
</tr>
<tr>
<td>Course Code</td>
<td>Credits</td>
<td>Subject</td>
<td>Minimum Score</td>
</tr>
<tr>
<td>-------------</td>
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<td>---------------</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>4</td>
<td>Experimental Sciences</td>
<td>4 or higher</td>
</tr>
<tr>
<td>PHYS 1301 &amp; PHYS 1101 or PHYS 1401</td>
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<td>Experimental Sciences</td>
<td>4 or higher</td>
</tr>
<tr>
<td>ARTS 1301</td>
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<td>Arts</td>
<td>4 or higher</td>
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<tr>
<td>DANC 1305</td>
<td>3</td>
<td>Arts</td>
<td>4 or higher</td>
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<tr>
<td>DRAM 1310</td>
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<td>Arts</td>
<td>4 or higher</td>
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<tr>
<td>HUMA 1315</td>
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<td>Arts</td>
<td>4 or higher</td>
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<tr>
<td>MUSI 1306</td>
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<td>Arts</td>
<td>4 or higher</td>
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<tr>
<td>ANTH 2346</td>
<td>3</td>
<td>Individuals and Society</td>
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<td>ECON 2301 or ECON 2302</td>
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<td>GOEG 1303</td>
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<td>HIST 2311</td>
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<td>HUMA 1301</td>
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<td>PHIL 1301</td>
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<td>Individuals and Society</td>
<td>4 or higher</td>
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<tr>
<td>PSYC 2301</td>
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<td>Individuals and Society</td>
<td>4 or higher</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>3</td>
<td>Individuals and Society</td>
<td>4 or higher</td>
</tr>
</tbody>
</table>

Maximum possible credits 27

IBD Exam Options
Higher Level (HL) 240 teaching hours -- minimum of three (3) subjects and not more than four (4)
Standard Level (SL) 150 teaching hours -- minimum of two (2) and not more than three (3)
**NOTE:** Each student may receive credit for only one class or the identified pair of classes for each category for a possible total of 27 credits.
Registration

Student Identification

User ID and Password

User IDs and passwords provide security access to the online Banner registration system and ACES. Once a student is admitted to the Alamo Colleges, a default PIN is assigned according to the first two letters of a student’s last name (in upper case) followed by the month, date and year of birth (XXmmddyy). Students will then be able to assign themselves a unique password.

Identification Card (Photo ID)

Students are required to have an Alamo Colleges ID. Students seeking a student photo ID must be registered with tuition paid, be enrolled in a payment plan, or have no tuition balance. Students must provide a valid photo ID 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, physical education facilities, special events, academic advisement, transcript requests, etc.

Name Changes/Correction

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records office. To request a name change, submit a completed form and the signed court order, marriage license, or divorce decree showing the new legal name. Correction of the legal name requires an official birth certificate and/or United States issued passport.

Personal Identification Number (PIN)

Effective Fall 2016 registration, the Alamo Colleges will use Advising PIN (Personal Identification Number) processing at critical advising touchpoints to ensure that students meet with their Advisor at specified times during their educational pathway. Students are required to meet with their assigned advisor when they complete 15 hours, 30 hours and 45 hours of college credit hours for coursework in an associate degree program as defined by the State Legislation §9.555. Student Advising, notwithstanding Texas Education Code §51.9685.

See your advisor and Advising Pins for additional information.

Web Registration

Students who have completed all admission requirements will register for classes via ACES at alamo.edu. Details for the various registration periods are published in the Schedule of Classes, which is available on the individual Alamo Colleges’ websites. Students should follow the instructions for registration provided in the Schedule. For additional assistance, contact appropriate counseling/advising services.
Student Development Course

The Alamo Colleges requires all students to complete a student development course designed to help them successfully transition to college and better understand the Alamo Colleges’ expectations. Student Development (SDEV) and Learning Framework (EDUC 1300) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Students who successfully complete SDEV/EDUC 1300 courses have a proven record of higher retention and persistence in college. A variety of SDEV/EDUC 1300 courses are offered to fit specific student needs.

Entering students with fewer than fifteen (15) college semester credit hours are required to successfully complete a Student Development or Learning Framework course during the first (1) semester of enrollment with a C or better. Dual Credit, early academies, military credit, and credit by examination hours are not counted as college credit hours for this purpose. Exceptions or waivers require approval.

Students who do not successfully complete the Student Development or Learning Framework course during the first (1) semester will be required to complete the course the following semester. Three-peat tuition for EDUC 1300 will apply on a third (3) enrollment.

Course Numbering System

Courses in this catalog are identified by subject prefixes and numbers that have been assigned in accordance with the Texas Common Course Numbering System (TCCNS) as listed in the Lower-Division Academic Course Guide Manual (ACGM) and the Workforce Education Course Manual (WECM) for Technical and Continuing Education courses. Public colleges and universities in Texas use either the TCCNS or crosswalk courses to the TCCNS. Additionally, all Texas public institutions of higher education that offer Workforce Education programs or Continuing Education courses utilize WECM course numbers. These common course numbering systems allow students to compare courses between colleges and provide them with greater ease of course credit transfer. Each course number contains four (4) digits.

For example, ENGL 1301 is:

1 - Level (Freshman in this case)
   • 0 - Developmental
   • 1 - Freshman
   • 2 - Sophomore
3 - Semester credit hours (three in this case)
01 - Sequence Number (Part One in this case)

It is important for students who plan to transfer to another college or university to ensure that courses taken at the Alamo Colleges are transferable and apply to their degree program at the transfer institution.

Though developmental-level (“0”) courses may be required prior to taking college-level courses, they do not fulfill requirements for any degrees and may not be transferable to a senior university.
A small number of academic courses contain a “7” in the third digit of the course number indicating that they do not comply with the TCCNS and may not be transferable to another college or university. Students should consult with the receiving institution to ensure transferability prior to enrolling.

In general, Arts and Sciences courses with a first number of one (1) or two (2) are accepted by senior institutions as fully transferable. Courses beginning with a zero (0) (e.g. English 0301) generally are not accepted for transfer by four-year colleges or universities. For the Alamo Colleges, these freely transferable courses are identified in the THECB publication *Lower Division Academic Course Guide Manual*. Specifically excluded are courses designated as vocational/technical, ESL/ESOL/ESLA, developmental or remedial, and courses listed as Basic Skills (occupational and technical courses).

Senior institutions usually will accept a maximum of sixty (60) to sixty-six (66) lower-division general education and specific subject matter courses. However, what will be accepted and how it will transfer is determined by the senior college or university.

For comprehensive information on curriculum guidelines see the Texas Association of Community Colleges (TACC).

**Prerequisite and Co-Requisite Courses**

A number of courses have prerequisites. The prerequisite may be a score on a placement test or successful completion of a lower-level course. Before registering for courses with prerequisites, students must show proof that they have fulfilled the requirement or are in the process of fulfilling the requirement. Questions regarding prerequisites should be directed to the appropriate academic department chair.

Registration for a subsequent semester may begin while a student is enrolled in a prerequisite course; students may be permitted to register for the course with the prerequisite pending a successful grade in the prerequisite course. A student who does not earn a successful grade in the prerequisite course will be dropped from the course with the prerequisite prior to the start of the following semester.

When a student registers for a course indicating a co-requisite course is required, all courses listed must be attempted simultaneously.

**Course Load**

Students should not enroll in more than the maximum semester credit hours allowed by the Alamo Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students should not enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term. NOTE: The definition of full- and half-time status for financial aid purposes may be different than the hours indicated below.
Understanding Parts of Semester and Enrollment Maximum Hours

Fall/Spring Semesters
- 16 Week Sessions - Maximum Hours: Eighteen (18) semester credit hours

Flex I and Flex II
- 8 Week Sessions - Maximum Hours Per 8-Week Session: Eight (8) semester credit hours

Fall/Spring Start Two
- 14 Week Sessions - Maximum Hours: Fourteen (14) semester credit hours

Fall and Spring, Flex I and II, and Start Two semester credit hours count toward the Fall and Spring totals.

Summer Semester
- Maymester 3 Week Session - Maximum Hours: Three (3) semester credit hours
- Summer I 5 Week Session - Maximum Hours: Six (6) semester credit hours
- Summer II 5 Week Session - Maximum Hours: Six (6) semester credit hours
- Summer 8-Week Session - Maximum Hours: Eight (8) semester credit hours

Not to exceed 17 semester credit hours for the entire Maymester and Summer session combined.

Petition for Overload

Students may petition the appropriate administrator or designee for additional hours. Students enrolled in special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed, may be exempt from these limitations.

Enrollment Status

Fall/Spring Semesters
Full-Time Student - Twelve (12) or more semester credit hours
Half-Time Student - Six to eleven (6-11) semester credit hours

Summer Semester
Full-Time Student - Six (6) semester credit hours
Half-Time Student - Three to five (3-5) semester credit hours

Note: The above enrollment status is based on a semester, not sessions within the semester. For Financial Aid or Veteran Affairs enrollment status, please check with designated department.
Concurrent Enrollment at the Alamo Colleges

• Students enrolling concurrently at more than one of the Alamo Colleges will be assessed tuition for all courses combined across the Alamo Colleges. (See Tuition.)

• A student’s combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by the Alamo Colleges for any given semester, i.e., eighteen (18) maximum hours for Fall or Spring; seventeen (17) hours maximum for Maymester and Summer combined.

Alternative Learning Options / Distance Education

The Alamo Colleges are committed to providing students an easy access, flexible, and continuous registration/enrollment process. Alternative learning options meet the needs of students whose busy lives make scheduling college courses difficult. The various course delivery methods may be more appropriate for various learning styles. Students are encouraged to explore the requirements for each option to determine which offers the better opportunity for success. Students may be required to attend an on-site orientation, watch televised broadcasts or DVDs, attend on-campus review sessions, and take exams on-campus. Additional information may be requested from counseling/advising services. See your colleges’ respective Class Schedule in the navigation bar on the left for semester offerings and any required orientation sessions.

Online classes do not differ in course requirements and rigor from traditional classroom format.

Open-Entry/Open-Exit (OE/OE) Learning Centers provide computer workstations in an unstructured classroom setting.

Online Internet Courses allow students to learn anytime, anywhere using the district-wide course delivery system.

Video Courses are broadcast on specified channels and allow students to independently complete all or most coursework off-campus. If broadcast times are not convenient, students may record lessons and view them at their convenience. Video Course lessons are also available on DVD in the Alamo Colleges’ libraries for check-out and for purchase in campus bookstores.

Interactive Video Conferencing Courses utilize real time audio and video between instructor and student and are broadcast on television or are available on DVD. Students complete most course assignments independently.

Blended/Hybrid Courses combine traditional classroom coursework such as lectures, class discussions, group work, and on-campus activities with online coursework. Blended Courses are recommended for students with flexible schedules.

Developmental Education Requirement

Students who place below the basic skill levels required for the certificate or degree selected
should enroll in at least one developmental education requirement each semester until all
level requirements are met.

**Census Date**

The Official Census Date of each semester or session established by the THECB is the
Alamo Colleges’ official certified enrollment date. All financial obligations for registered
courses must be met by the Census date. No grade is recorded or maintained for courses
dropped through to the Official Census Date. For a complete list of Census Dates see the
THECB’s Glossary of Terms online. Courses dropped prior to census will not incur Three-
peat Enrollment, Six Course Drop, or 27 hour Developmental Education penalties below. For
more information about penalties check with your college Enrollment Services/Admissions
and Records office as well as the Student Financial Services office.

**Classification of Students**

**Freshman:** Must have completed less than thirty (30) semester credit hours in college-level
courses at the Alamo Colleges or other regionally accredited college(s).

**Sophomore:** Must have completed not less than thirty (30) and not more than seventy-two
(72) semester credit hours in college-level subjects at the Alamo Colleges or other regionally
accredited college(s).

**Unclassified:** Must have completed more than seventy-two (72) semester credit hours with
no associate or baccalaureate degree earned.

**Undergraduate:** Less than a baccalaureate.

**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 the first two days of the term
or part of term. From the beginning of classes through the Census Date, changes made
in courses will be recorded/posted as “Dropped before Census” and 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
  Enrollment Services/Admissions and Records Office and may require approval from
department chairs or designees.
• 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 the Alamo Colleges.

• No drops or withdrawals will be accepted by phone.

Drop/Add Forms may be picked up in the Enrollment Services/Admissions and Records Office or the appropriate department.

Add

Students may add courses through ACES online or on-campus during dates designated for schedule changes, which are identified in current Schedules of Classes. Once the semester/session begins, students may not add a class once that class has met.

Drops and Withdrawals

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. (See Attendance.) 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 the Alamo Colleges, attending class on the first day and throughout the semester. Board Policy F.6.1.5 Student Success: Comprehensive Monitoring/Advising System (appendix 7) requires that students who do not attend class at least once during the scheduled sessions of the first week of class will be dropped. For online classes, students who do not sign on to class at least once during the first week will be dropped.

Student Initiated Drops

Students may drop from a class only after meeting with a faculty member or other designee. A Notice of Change/Add/Drop Form may be submitted to the Enrollment Services/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

The Alamo Colleges 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. Students may appeal payments of higher tuition for any courses repeated in the final semester if the course(s) are taken for the purpose of receiving a grade that will satisfy a degree requirement or if payment of higher tuition results in an economic hardship for the student. This exemption applies for only one (1) semester. This exemption does not affect
an institution’s ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution’s ability to waive higher tuition rates for economic hardship. Guidelines for requesting an exception may be obtained through the colleges’ Enrollment Services/Admissions and Records Office.

**Developmental Education Enrollment Ruling (27-Hour Rule)**

Effective Fall Semester 2012, the Alamo Colleges 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).

Students may appeal payments of higher tuition for any courses if payment of higher tuition results in an economic hardship for the student. This exemption applies for only one (1) semester. This exemption does not affect an institution’s ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution’s ability to waive higher tuition rates for economic hardship. Guidelines for requesting an exception may be obtained through the colleges’ Enrollment Services/Admissions and Records Office.

**Six Course Drop Ruling**

Effective Fall 2007, students are limited to a total of six (6) college level 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 Enrollment Services/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. Guidelines for requesting an exception may be obtained through the colleges’ Enrollment Services/Admissions and Records Office.

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students who have reached the six (6) drop limit and opt not to petition to excuse drops will be awarded the grade earned at the end of the semester.
Official Withdrawals

A total withdrawal from the Alamo Colleges 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.

To officially withdraw from the Alamo Colleges students must:
- Students may withdraw only after meeting with a faculty member or other designee.
- Resolve all financial obligations to the Alamo Colleges including library clearance.
- Submit withdrawal forms to the Enrollment Services/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 military obligations, the Alamo Colleges, at the student’s option and with proper documentation, shall:

- Grant a student who is eligible under the Alamo Colleges’ 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.

Refunds for Students Called into Active Duty

Reservists or members of the National Guard called into duty after the start of a semester as a result of U.S. military demands have three (3) options concerning tuition and fees paid to attend a public college or university in Texas. According to state statutes and Coordinating Board rules, students can choose to have the college or university:

- Refund the tuition and fees paid for the semester;
- Grant (if eligible under the institution’s guidelines) an incomplete grade in all courses by designating “withdrawn-military” on the transcript; or
- As determined by the instructor, assign an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the material.

Please note: There are no provisions for refunds for active duty service members who are deployed as a result of military orders or for individuals who chose to enter into the service. The provisions listed above apply only to individuals called into active military service.
**Recording Withdrawal Grades**

Withdrawals are recorded as a “WS” (withdrawn); “W” prior to Fall 2007. Exceptions to the course drop limit are recorded as a “WX” (withdrawn with exception). Military Service withdrawals are recorded as a “WM.” All “WS” and “W” grades have no effect on the GPA but do negatively impact Satisfactory Academic Progress (SAP) for financial aid eligibility. Students who stop attending class may be issued a failing grade (F).

*Courses dropped do not become official until the drops have been processed.*

**Reinstatement to Class**

A student dropped for excessive absences resulting in lack of progress (after the Census date) 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 department chair or designee and submitted to the Enrollment Services/Admissions and Records Office.
Tuition & Refunds

Residency

Students verify and establish residency based on the answers they provide to the core Residency questions on the ApplyTexas application. Students may be contacted by the Alamo Colleges for additional residency documentation. Residency status can only be changed prior to the census date.

- In-District Bexar County Resident: A Texas resident who has lived in Texas for the past twelve (12) months and resides in Bexar County.
- Out-of-District Student: A Texas resident for the past twelve (12) months who does not reside in Bexar County.
- Out-of-State Student: A U.S. citizen who has not lived in Texas for the past twelve (12) months.
- Out-of-Country Student: A non-U.S. citizen who is not a resident alien.

Preferred documentation for in-district classification:

- TX ID or Driver’s License
- Current lease or proof of ownership of real property

Other acceptable documentation:

- Utility or telephone bill
- Voter registration card
- Pay stub
- Bank statement
- Documentation from social service agency indicating receipt of services in Bexar County
- Other documentation may be presented and accepted at the discretion of the college’s Residency Determination Official

Active Duty Military, Reserves, Texas National Guard and Family Members

Active duty military and members of the Texas Reserves or Texas National Guard, as well as their spouses and/or dependent children, stationed in Texas can qualify for in-state tuition and fees provided a Military Verification form is completed and signed by the service member’s Commander, Personnel Officer, or other designated representative. The Military Verification form must be submitted at least once per academic year.

Veterans and Family Members

For veterans who are not Texans, Texas Senate Bill 297 expands in-state tuition and fees benefits to military veterans and their spouses and children without regard to the length of time they have resided in Texas, if the person files with the institution a letter of intent to establish residence in Texas and resides in Texas while enrolled in the institution and the person is:
• eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans
• the spouse of a person who is eligible for such benefits, or
• a child, including a stepchild, of a person who is eligible for such benefits who is 25 years of age or younger on the first day of the semester or other academic term for which the person is registering (excepting a child or stepchild who suffered from a severe illness or other debilitating condition that affected the person’s ability to use the benefit before reaching the age of 25, as ruled upon by the THECB to be granted additional time to use the benefit).

Tuition Reimbursement/Rebate Policy

Under Section 54.0065 of the Texas Education Code, students graduating from a Texas public baccalaureate-granting university may be entitled to a partial tuition rebate. Eligible students must meet all of the following requirements:

• Must have enrolled for the first time in an institution of higher education in Fall 1997 or later.
• Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
• Must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and must have been entitled to pay resident tuition at all times while pursuing the degree.
• Must have attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree detailed in the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned by examination, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses.

Students who are seeking tuition rebates are responsible for enrolling only in courses that will qualify them for the rebates. Courses dropped for reasons that are determined by the institution to be beyond the control of the student shall not be counted.

Payment Plans

Payment Plan deadlines are available online.

Standard Payment Plan - for students not receiving financial aid

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<thead>
<tr>
<th>Payment</th>
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<th>Plan 1: Flex 1</th>
<th>Plan 1: Start II</th>
<th>Plan 2: Flex II</th>
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<td>Varies based on payment deadline</td>
<td>Varies based on payment deadline</td>
<td>Varies based on payment deadline</td>
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<tr>
<td></td>
<td>+$25 Admin. Fee</td>
<td>(according to registration date)</td>
<td>(according to registration date)</td>
<td>(according to registration date)</td>
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Financial Aid Payment Plan - for students receiving financial aid but the award amount may not cover all tuition and fees

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<td>Varies based on payment deadline (according to registration date)</td>
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</tr>
<tr>
<td>3rd Payment</td>
<td>50% tuition and fees</td>
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</table>

Note: Military members using military tuition assistance (TA) and military spouses using Military Spouse Career Advancement Account (MyCAA) funding may submit a Deferment Request (appendix 8) to be excluded from payment deadline drops until the last payment deadline for the term of intended enrollment. To request the exclusion from being dropped for non-payment, service members and spouses should follow the process outlined below.

- Register for classes
- Submit the Tuition and Fees Payment Deferment Request to your installation’s Alamo Colleges representative prior to the subsequent payment deadline
- Apply for Military Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA)
- Monitor your registration status and alert the installation representative of any changes
- Submit the approved TA / MyCAA funds documentation prior to the last payment deadline of the semester start

For additional information email dst-military@alamo.edu or visit www.alamo.edu/military

Tuition Waivers

In the Spring of 2014, the Texas Legislature passed Senate Bill 1210. It went into effect Fall 2014. This law now requires students who receive specific tuition exemptions or waivers to meet two new requirements: 1) maintain a 2.0 grade point average (GPA) and 2) excess hour limit provision in order to continue to receive this benefit. The Texas Higher Education Coordinating Board indicated this law affects a number of exemption and waiver programs. Common exemptions or waivers that are subject to the new law include:

- Adopted
- Deaf or blind
- Firefighters taking Fire Science courses
- Hazelwood exemptions (all Hazelwood waivers except for child/spouse of a deceased veteran)
- Highest-ranking high school scholar
- Peace officer
- Senior citizen
- Foster Care Exemptions are currently exempt from the GPA evaluation.
Hazlewood Program for Texas Veterans

The Hazlewood Act (Texas Education Code 54.203) provides education benefits to honorably discharged or separated Texas veterans and their dependent children and spouses by exempting those veterans from the payment of tuition and certain fees at state colleges.

New provisions, authorized in Texas Senate Bill 93, known as the “Hazlewood Legacy Act,” remove certain residency restrictions and permit eligible veterans to assign their unused hours to their children. Student Veterans are encouraged to check the Texas Veterans Commission website for the most current information for Military and Veterans. Students must meet Satisfactory Academic Progress as outlined by the institution. (See Financial Aid-12)

Eligible veterans:

- Those who, at the time of entry into the U.S. Armed Forces:
  - Are Texas residents,
  - Designated Texas as Home of Record, or
  - Entered into the service in Texas.

- Have served at least 181 days of active military duty, as indicated as “net active service” (the sum of 12(c) and 12(d) on the DD214),

- Have received an honorable discharge or separation or a general discharge under honorable conditions,

- Have no federal veteran’s education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33, for term or semester enrolled that do not exceed the value of Hazlewood benefits (Pell and SEOG Grants are not relevant),

- Are not in default on a student loan made or guaranteed by the State of Texas, and

- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college’s governing board has ruled to let veterans receive the benefit while taking non-funded courses.

If the conditions listed above are met, the applicant must submit the following to the Veterans Affairs Office:

- A letter from the DVA in Muskogee, Oklahoma, stating that the applicant has no further educational entitlement under the G.I. Bill if the veteran has served since 9/11; and
- A copy of the applicant’s DD214 (member copy #4) showing “Character of Discharge.”

The applicant may enroll in non-credit courses if these conditions are met. A copy of the application is available online at tvc.texas.gov.

A person who received an exemption before the 2011-2012 academic year continues to be eligible for the exemption provided the person:

- Entered military service in Texas (regardless of whether the veteran was a U.S. citizen or legal resident at the time)
- Declared Texas as the person’s home of record, or
- Would have been determined to be a resident of Texas for purposes of provisions concerning tuition rates at the time the person entered the service.
Children of certain members of the U.S. armed forces - including stepchildren, adopted children, and persons claimed as dependents on a federal income tax return for the preceding or current year - who qualify for tuition and fee exemption must be residents under provisions relating to tuition rates on the date of their registration.

An institution of higher education must refund to a student who becomes eligible for an exemption in that semester and who has paid the tuition and other fees for that semester the amount of the tuition and fees paid by the student in the amount of the exemption.

**Combat Exemption for Children of Military Service Members**

**Important Notice!**

Funding to award Combat Exemptions to eligible students for the 2016-2017 academic year is not available. Check all College for Texans for information on other student financial assistance for military members and their families.

**Tuition Schedule***

- $86 per SCH for In-District
- $233 per SCH for Out-of-District
- $453 per SCH for Non-Resident

*(SCH-Semester Credit Hours)*

**Out of District Tuition Rates**

Effective Fall 2017, the Board approved lowering the tuition rate for out-of-district students to 2.35 times the in-district student rate. The purpose of this action is to rebalance the tuition rate for out-of-district students effective Fall 2017. No change in tuition rates was recommended for in-district and out of state/international students.

**New Fast Completion Incentive Plan**

- 2 year completion: up to six (6) SCH in Summer FREE, if earned 24 SCH combined Fall and Spring
- 3 year completion: three (3) SCH in Summer FREE, if earned 18 SCH combined Fall and Spring

Free hours must be taken in the Summer term immediately following the Fall and Spring terms that qualified the student for the Fast Completion Incentive Plan.
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*Tuition and fees are subject to change by the Texas State Legislature and the Alamo Colleges Board of Trustees.
Summer Sessions Tuition*

For Summer 2016 tuition, select the archived 2015-2016 Catalog from the dropdown box in the top right corner of this page.

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Summer Sessions Tuition: Texas Residents</th>
<th>Summer Sessions Tuition: Non-Texas</th>
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*Tuition and fees are subject to change by the Texas State Legislature and the Alamo Colleges Board of Trustees.

Tuition:

1-6 credits are priced at a flat rate of $504.00 for In-District Tuition; $1,231.00 for out-of-District Tuition; $2,321 for Non-Resident Tuition; and $2,321.00 for International students. Summer Term: Minimum tuition for each Summer Term (1-3 credits) will be $322.00 for In-District residents, $686.00 for Out-of-District Texas residents, and $1,231.00 for Non-Texas residents and International students.

Twenty-seven (27) Hour Rule Special Tuition

Students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of $118.00 per hour for In-District and $176.00 per hour for Out-of-District.
Any student currently enrolled as of the official census date who subsequently enrolls in a Flexible Entry class within the same semester will be assessed tuition as though another class is being added to the student’s current load.

**Three-Peat (Third Attempt) Tuition**

Students registering for a course for the third time will be charged the non-Texas rate of $384.00 per hour.

**Tuition for Additional Classes**

Any student currently enrolled as of the official Census Date who subsequently enrolls in a Flexible Entry class within the same semester will be assessed tuition and fees as though another class were being added to the student’s current load.

**Student Activity Fee**

Additionally, a Student Activity Fee of $1.00 per credit hour is assessed to all students.

**Campus Access Fee**

A Campus Access Fee of $25.00 per semester is assessed to all students with a maximum of $50.00 per academic year, which is non-refundable.

**Tuition Refund Schedule**

*(Subject to change without notice)*

Students officially dropping or withdrawing from courses at the Alamo Colleges will have their tuition calculated according to the following schedules:

**Fall and Spring Semesters (16 Week Sessions)**

- 100% Prior to the first class day* of semester
- 70% During class days* one (1) through fifteen (15)
- 25% During class days* sixteen (16) through twenty (20)
- 0 After the twentieth (20) class day*

**Six Week Summer Sessions**

- 100% Prior to the first class day* of semester
- 70% During class days* one (1) through five (5)
- 25% During class days* six (6) through seven (7)
- 0 After the seventh (7) class day*
Eight Week Summer Sessions and Flex Terms

100% Prior to the first class day* of the semester
70% During class days* one (1) through eight (8)
25% During class days* nine (9) through ten (10)
0 After the tenth (10) class day*

Open Entry/Open Exit

100% Prior to the first class day* of the semester
70% During class days* one (1) through eight (8)
25% During class days* nine (9) through ten (10)
0 After the tenth (10) class day*

* “Class day” is the State of Texas term of art referring to the calendar days that classes generally meet, i.e., Monday-Friday.

Refunds

Refunds for other non-standard length courses shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB). Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Payment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Colleges. Tuition paid by a credit card will be refunded back to the credit card.

A request may be made to the college for a refund after the end of a semester. To be considered, a request for a refund must be made within one year, the same time frame for requesting a change of grade, and must include documented proof.

Reasons for a refund after the semester has ended are:

• Illness and/or hospitalization (student or immediate family member)
• Death (student or immediate family member)
• Extenuating circumstances, to include institutional error, with the approval of the VPSS

Actions to be taken by the college may vary based on the policies in effect on the date of the withdrawal.

Federal regulations governing financial aid programs require Student Financial Services to put into place policies and procedures that may impact whether or not a student is eligible for a refund as described above. (See Financial Aid.)
Refunds are issued through the RefundSelect program; students can choose the method that is best for them. Visit Alamo Colleges Business Office Refunds for Information on the Refund Options, Refund Schedule, New Cash Management Rules and the Heartland Payment Services Contract. Students are responsible for verifying mailing address and phone number in ACES. Financial Aid refunds are processed weekly throughout the year as student applications are processed and awarded.

### Refundable Fees Paid by All Students

<table>
<thead>
<tr>
<th>Student Activity Charge:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit hour</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Refundable Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing Fee</td>
<td>$65.00</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>$42.00-$150.00 per class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reimbursable Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Program Tuition * (per semester unless otherwise stated):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PROGRAM</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC</td>
<td>Air Conditioning</td>
<td>$250.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Aircraft Technology</td>
<td>$250.00 to $1,000.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Automotive Collision</td>
<td>$200.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Automotive Technology</td>
<td>$200.00</td>
</tr>
<tr>
<td>PAC</td>
<td>Aviation Technology-Pilot</td>
<td>$295.00 to $36,000.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Bio-Medical Equipment Technology</td>
<td>$110.00</td>
</tr>
<tr>
<td>SAC</td>
<td>Communication Design</td>
<td>$  60.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Computer Maintenance Technology</td>
<td>$100.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Construction Technology</td>
<td>$150.00</td>
</tr>
<tr>
<td>PAC</td>
<td>Cosmetology</td>
<td>$300.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Culinary Arts/Baking and Pastry</td>
<td>$200.00</td>
</tr>
<tr>
<td>SAC</td>
<td>Dental Assistant/Lab Technician</td>
<td>$580.00</td>
</tr>
<tr>
<td>NVC</td>
<td>Digital Media</td>
<td>$  60.00 to $180.00</td>
</tr>
<tr>
<td>NVC</td>
<td>Digital Video &amp; Cinema Production</td>
<td>$  60.00 to $240.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Diesel Technology</td>
<td>$325.00 to $600.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Electrical</td>
<td>$250.00</td>
</tr>
<tr>
<td>SAC</td>
<td>Fire Science</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Health Information Technology</td>
<td>$500.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Histology</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Invasive Cardio Vascular</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Manufacturing Engineering Technology</td>
<td>$200.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Medical Laboratory Technician</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Nursing - PN</td>
<td>$700.00</td>
</tr>
<tr>
<td>SAC</td>
<td>Nursing - RN</td>
<td>$900.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Occupational Therapy Assistant</td>
<td>$700.00</td>
</tr>
</tbody>
</table>
### Tuition & Refunds

<table>
<thead>
<tr>
<th>College</th>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAC</td>
<td>Oil and Gas</td>
<td>$300.00</td>
</tr>
<tr>
<td>NVC</td>
<td>Personal Fitness Training</td>
<td>$400.00 to $600.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Physical Therapist Assistant</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Plumbing</td>
<td>$125.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Radiography</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Respiratory Care</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Sonography</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Surgical Technology</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Vision Care Technology</td>
<td>$700.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Veterinary Technology</td>
<td>$300.00</td>
</tr>
<tr>
<td>SPC</td>
<td>Welding</td>
<td>$100.00 to $300.00</td>
</tr>
<tr>
<td>PAC</td>
<td>Students Exceeding125% of Degree Program</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>NVC</td>
<td>Music-Two-Semester Credit Hour Private Music Lesson</td>
<td>$150.00</td>
</tr>
<tr>
<td>NVC</td>
<td>Music-One-Semester Credit Hour Private Music Lesson</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

### International Student Insurance Fees:

- **Per Semester, Fall or Spring**: $340.00
- **Summer and Mini Semester**: $38.00

*Special program tuition is estimated based on a normal progression by a full-time student. This tuition can vary based on the chosen course schedule and length of program. The special program tuition is usually assessed to courses that are required in the program or capstone course. At the completion of the program, each student will pay the same amount regardless of when required courses are taken.

### Non-Refundable Fees

<table>
<thead>
<tr>
<th>Examination Fees:</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Standing Examination Fee</td>
<td>$58.00 per credit hour</td>
</tr>
<tr>
<td>THEA (TASP) Alternative (Accuplacer &amp; ASSET)</td>
<td>$32.00</td>
</tr>
<tr>
<td>Accuplacer Re-Test</td>
<td>$12.00</td>
</tr>
<tr>
<td>TSI</td>
<td>$32.00</td>
</tr>
<tr>
<td>TSI Re-Test</td>
<td>$12.00</td>
</tr>
<tr>
<td>CLEP</td>
<td>$20.00</td>
</tr>
<tr>
<td>Correspondence Examination</td>
<td>$20.00</td>
</tr>
<tr>
<td>Returned Check/ACH Return Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>*College Prep Fee (per instructional hour)</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

*College Prep Fee (per instructional hour)
Parking:

CAMPUS ACCESS FEE: Alamo Colleges recognizes that ALL students need access to all five colleges, the community centers and the District offices. Therefore, beginning Fall 2013 all Alamo Colleges students will pay a Campus Access Fee at a rate of $25.00 per semester not to exceed $50.00 per year. The access fee provides:

- Access to all campus facilities
- A VIA bus pass for students who ride the VIA bus after registration has been completed and payment has been made
- A safe environment and continuous security

PARKING DECALS: Parking decals are not required for students.

PARKING GARAGE: Each time students use a parking garage they will pay a $1.00 usage fee.

<table>
<thead>
<tr>
<th>Campus Access Fee</th>
<th>$25.00 per semester - $50.00 (maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Fines:</td>
<td></td>
</tr>
<tr>
<td>If paid within 10 days</td>
<td>$16.00</td>
</tr>
<tr>
<td>If not paid within 10 days</td>
<td>$21.00</td>
</tr>
<tr>
<td>If not paid within 20 days</td>
<td>$27.00</td>
</tr>
<tr>
<td>Returned Check/ACH Return Charge:</td>
<td>$35.00</td>
</tr>
<tr>
<td>Library Fines:</td>
<td></td>
</tr>
<tr>
<td>Books per day/per book (10 days max)</td>
<td>$0.10</td>
</tr>
<tr>
<td>Reserved Books per day/per book (10 days max)</td>
<td>$0.50</td>
</tr>
<tr>
<td>Installment Payment Plan:</td>
<td></td>
</tr>
<tr>
<td>Administrative Set-Up Fee, per semester</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Fee, per each late payment</td>
<td>$10.00</td>
</tr>
<tr>
<td>Study Abroad Administrative Fee:</td>
<td>$200.00</td>
</tr>
<tr>
<td>Foreign Student Application Fee:</td>
<td>$100.00</td>
</tr>
<tr>
<td>*New Transfer/Transient Evaluation Fee:</td>
<td>$100.00</td>
</tr>
<tr>
<td>**Diploma (Duplicate)</td>
<td>$25.00</td>
</tr>
<tr>
<td>**Transcripts (first copy at no charge)</td>
<td></td>
</tr>
<tr>
<td>Mailed</td>
<td>$10.00 per each additional copy mailed</td>
</tr>
<tr>
<td>Electronic</td>
<td>$5.00 per each additional electronic copy</td>
</tr>
<tr>
<td>Express -- within 24 hours</td>
<td>First transcript in a single transaction: $35.00</td>
</tr>
<tr>
<td></td>
<td>Same transaction additional transcripts $10.00</td>
</tr>
</tbody>
</table>
**ID Card Duplicate/Replacement (first card at no charge) $10.00**

Scobee Planetarium Admission Varies

Workshop Fees: A fee is charged for workshops organized for special groups that may or may not carry semester credit hours. The amount of the fee, which is in addition to the required tuition, is announced at the time of the workshop.

### Continuing Education Tuition and Fees Schedule

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursable Courses</td>
<td>$2.90-$28.00 per Instruction Hour</td>
</tr>
<tr>
<td>Non-Reimbursable Courses</td>
<td>Market Based</td>
</tr>
<tr>
<td>Apprenticeship Training</td>
<td>$2.80 per Instructional Hour</td>
</tr>
<tr>
<td>Contract Courses</td>
<td>Market Based</td>
</tr>
</tbody>
</table>

Special fees may be charged depending on the course. All continuing education courses will fully recover direct and indirect costs. Continuing education classes that have been advertised or are related to existing contracts and grants may not reflect this increase until a future quarter or the expiration of the contract or grant.

Community Service Program $1.50-$3.50 per Instructional Hour
Financial Aid

About Student Financial Aid

The most important function of the Alamo Colleges Student Financial Aid (SFA) is to administer and manage 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 SFA Office is to help students avail themselves of federal, state and institutional financial aid programs they qualify under.

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 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 SFA Offices of the Alamo Colleges are required to follow are listed. Policies listed here are only those deemed most important to students. The Alamo Colleges comply 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, the Alamo Colleges will comply with the most current regulations and interpretations thereof. Extensive financial aid information can be found at the Alamo Colleges’ Student Financial Aid webpage. This link will also provide additional information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

What Is the FAFSA and What Does It Do

The U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA) application process in order to determine a student’s financial aid eligibility for all federal financial aid programs. The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish eligibility for state financial aid programs.

The FAFSA is the first step in the financial aid process and assesses students’ or a families’ financial ability to pay their college expenses. 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.
The FAFSA is available from high school guidance counselors, any public library, financial aid administrators at any university, or any of the Alamo Colleges’ SFA Offices. The FAFSA can be ordered by calling 1-800-4FEDAID. For faster processing a FAFSA can be accessed and completed online. Each person who is required to sign the online FAFSA will need an FSA ID, effective May 10, 2015. The FSA ID can be created online.

**Applying for Financial Aid at the Alamo Colleges**

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

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

Students may also qualify through a separate application for the following programs:

- Texas Grant (Towards Excellence Access and Success)
- Texas Educational Opportunity Grant (TEOG)
- William D. Ford Federal Direct Loan Program
- Federal College-Work-Study, State College-Work-Study, or Institutional-Work-Study

The application procedures apply to need-based grants, loans, and work-study. Alamo Colleges’ Scholarship program is administered separate from the Financial Aid Office, but scholarship awards are considered a resource when determining eligibility for other financial aid. Apply for an Alamo Colleges’ scholarship online. Click the Paying for College tab on the main page; then click the Scholarship link. In addition, information about the Hazlewood Act Exemption can be found at the Veterans Affairs Office at your college.

Applications for aid will be considered complete when the following has taken place at one of the Alamo Colleges:

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 Student Financial Aid:
   - The FAFSA financial aid application. To ensure the application is electronically forwarded, the Federal School Code of the Alamo College that is the student's home/primary college 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.

   - Northwest Vista College - Federal School Code...033723
   - Palo Alto College - Federal School Code...........016615
   - San Antonio College - Federal School Code......009163
   - St. Philip's College - Federal School Code........003608
   - Northeast Lakeview College - Code not assigned. Alamo College
students whose primary institution is San Antonio College, Palo Alto College, St Philip’s College or Northwest Vista College can use any federal/state financial assistance they may be receiving to help pay for courses they registered in at the Northeast Lakeview campus, regardless of whether it is a SAC or NLC course. Student with Northeast Lakeview as their “home school” are not eligible for financial assistance.

- If selected for verification, the student must submit the appropriate verification documents requested by the College Financial Aid Office. Please see the section on Verification for more specific information about requirements and procedures.

It is essential that students provide the college with the most current permanent and local address and telephone number to avoid delays and ensure that important documents are received promptly. However, all official Financial Aid Office communications is made to the student’s Alamo Colleges email address. Students should update their home addresses as often as necessary in ACES or by completing the appropriate forms at the Enrollment Services/Admissions and Records office.

**Deadlines for Filing the FAFSA**

The U.S. Department of Education publishes the FAFSA processing time frame (deadlines) applicable to processing the FAFSA on the FAFSA and in the online application. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. While Alamo Colleges’ SFA offices accept financial aid applications virtually all year round, the student’s complete financial aid application and all required documents must be received before the end of the semester to receive 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. Therefore, applications should be received by the dates below in order to be considered on-time for the indicated semester:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Priority Deadline</th>
<th>Processing Guarantee Date</th>
<th>Last Day to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>May 2, 2016</td>
<td>May 2, 2016</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>November 1, 2016</td>
<td>November 1, 2016</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>March 1, 2017</td>
<td>March 1, 2017</td>
<td>July 15, 2017</td>
</tr>
</tbody>
</table>

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 their application processed and an award or denial of aid by the first class day. Applications received or completed after the priority date will be processed according to date of completion, but may not be processed by the payment deadline. Students in this situation should be prepared to make payment arrangements with the Bursar’s Office to ensure their tuition and any balance owed is paid by the due date. A separate 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 half-time, in six (6) semester credit hours as a regular student in an eligible program. (Students enrolled less than half-time students may qualify to receive only the Federal Pell Grant if all eligibility requirements are met.);
- Be a U.S. citizen or eligible non-citizen. Students who meet the criteria for Texas residency under HB1403/SB1528 may qualify for limited state financial aid program funds;
- 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 Alamo Colleges’ 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.

Limited funds may be available for International students based on need and/or merit. Interested students should check with their colleges’ International Student Office for information.

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:

\[
\text{Cost of Education} - \text{Expected Family Contribution} = \text{Financial Need}
\]

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 SFA 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 financial need.

Information about the Expected Family Contribution (EFC) formula is available on the U.S. Department of Education webpage. The Department of Education also produces a booklet describing the formula that produces the EFC, and it is available by writing to:
Federal Student Aid Information Center
P.O. 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 process are required to complete this process. The U.S. Department of Education (ED) requires all colleges to complete this process for all students whom they have selected without exception. Students are notified of this requirement by ED via the Student Aid Report (SAR), which is sent to the email address that the student has listed on the FAFSA, or it is mailed to the home address. Students are also notified by mail from the Alamo Colleges’ Student Financial Aid Office if they are selected with instructions to log on to their ACES account to view the specific requirements or the documents that must be submitted to the Student Financial Aid Office. The verification process is customized at an individual student application level. Students are therefore asked to submit only the documents requested which the federal processor has identified as being applicable to their situation. The following is a list of the most common items that exist which the federal processor may require the college to verify for a student applicant for whom they have required it to be verified:

- The student’s (and spouse’s, if applicable) Tax Return Transcript from the Internal Revenue Service if the Tax Retrieval Tool was not used. Corrections can be made to request the Tax Retrieval Tool to be used instead of submitting the documents;
- The parent’s (and spouse’s, if applicable) Tax Return Transcript from the Internal Revenue Service if the Tax Retrieval Tool was not used. Corrections can be made to request the Tax Retrieval Tool to be used instead of submitting the documents;
- Verification Worksheet;
- High School Completion;
- Identity Verification and Statement of Educational Purpose;
- Child Support paid
- Supplemental Nutrition Assistance Program (SNAP);
- Documentation that verifies benefits or untaxed income, such as:
  - Child Support Received
  - Untaxed Pensions
  - Other untaxed income and benefits

Most forms required for the verification process are available in the student ACES Financial Aid Tab (or MyPage Tab). Any form that is requested but not linked to the student ACES account (under Start Here or MyPage or Financial Aid Tab) may be obtained in the college Student Financial Aid Office.

Notification of Financial Aid Awards

The Financial Aid Office does not mail award notifications via U.S. mail and does not send them to personal email address including the email provided on the FAFSA. All award notifications are sent to the student.alamo.edu email account, and awards are listed in the ACES account under MyPage, Start Here or Financial Aid tab. Most awards are automatically accepted and will credit into a student’s account as long as the student is enrolled. The financial aid award notice emailed to the student provides instructions on where to view and accept awards. Students who have applied and students have been awarded but do not intend to stay enrolled must officially drop their classes at least eleven (11) days prior to the first day of classes and before the long semester begins to avoid future aid paying their registration bill.
Funds awarded will credit into the student account and will pay any charges owed. Each source and amount of aid awarded is based on full-time enrollment and is automatically adjusted based on actual enrollment through the “official” census date enrollment.

Receiving Financial Aid Funds

All refunds are issued by the Bursar/Business Office including Federal Direct Loan funds. If the student owes a balance after financial aid funds are credited, the balance must be paid by the due date or the student is at risk of being dropped from classes. If the funds awarded exceed the balance, a refund will be issued to the student through the RefundSelect program. Visit Alamo Colleges Business Office Refunds for Information on the Refund Options, Refund Schedule, New Cash Management Rules and the Heartland Payment Services Contract.

Satisfactory Academic Progress for Purposes of Financial Aid

Federal Regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress (SAP) 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 per semester and overall;
• Successful completion of 67% of all coursework attempted; and
• Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including hours attempted at other colleges). Note: Thirty (30) hours of developmental classes are excluded from the ninety-nine (99) hours calculation.

Compliance with the Satisfactory Academic Progress (SAP) policy must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their ACES account. Final Satisfactory Academic Progress rules were published in the October 29, 2010 Federal Register to be effective July 1, 2011. The 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. Students who fail SAP are sent a financial aid suspension notice via email and are informed that they may continue to enroll but at their own expense.
Appeal Process

Students may appeal their suspension status. The appeal must include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the SAP standards and an Academic Plan detailing actions the student will take to achieve and maintain SAP. Those who have been suspended due to exceeding ninety-nine (99) attempted hours must submit a graduation or degree plan, signed by their academic counselor or advisor.

The plan must list the courses still needed and the anticipated graduation date. The appeal forms and instructions are available during the time frame when the appeal process is open on the SFA webpage and in the Financial Aid Office.

In addition, students appealing a financial aid suspension are encouraged to complete a financial literacy course. More information regarding the financial literacy course is available on the Financial Aid website.

If the appeal is approved, the student is placed on probation and eligibility is reinstated subject to continued compliance with SAP requirements. Progress is reviewed at the end of the semester to verify that the student is meeting the standards and following the degree plan. Students who meet SAP for the semester approved, but who are not yet in full compliance with the SAP policy will have their status updated to “Academic Plan” and will continue to qualify for financial aid. Failure to meet SAP while on Probation or Academic Plan will result in a permanent financial aid eligibility suspension. Students who fail to meet SAP for any semester enrolled will have their financial aid eligibility immediately suspended. Students whose eligibility is re-suspended are not allowed to re-appeal their Financial Aid suspension. The appeal approval is applicable only at the college where it was originally submitted and approved, and students cannot submit an appeal or apply for aid at any of the other Alamo Colleges.

If the appeal is denied, no federal or state financial aid (including student loans) may be awarded. Students may continue to enroll but at their own expense and can re-appeal after completing at least one (1) semester and meeting the SAP requirements for the semester(s) completed. The Committee decision is final and may not be appealed further.

Appeal Deadlines

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>May 2-June 30, 2016</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>September 16-October 31, 2016</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>No Summer Appeal Process</td>
</tr>
</tbody>
</table>

Aid Eligibility for Corporate and Community Education Courses

Tuition assistance is available for eligible individuals who wish to enroll in Corporate and Community Education courses. The Texas Public Education Grant for Continuing Education (TPEG-CE) may be used for tuition-only charges of non-credit courses. There is no reimbursement for pre-paid tuition bills. Financial aid may be awarded in an amount not to exceed 50-100% of course tuition, but funded amounts will be determined by each Student Financial Aid Office. The standard Fee Application for Federal Student Aid (FAFSA)
and verification process (if selected) must be completed by the appropriate Processing Guarantee Date for the semester during which the course is offered. Once the FAFSA results are received, the TPEG-CE application may then be submitted for processing. Applications are available in the college Student Financial Aid offices. Awards will be based on financial need as determined by the FAFSA process and available state funding. In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

**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 Direct Student Loan awards for the applicable semester. Failure to do so will prevent any of the Alamo Colleges from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at the Alamo Colleges 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 the Alamo Colleges.

**Concurrent Enrollment and Financial Aid Eligibility**

Students may receive aid at only one college per period of enrollment. Students who are enrolled at two (2) or more of the Alamo Colleges for the same semester may receive financial aid at the college they have declared as their home 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 at a non-Alamo Colleges college or university towards their eligibility for financial aid at the Alamo Colleges.

**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 one or more hours based on eligibility. Note that the enrollment status definitions for financial aid purposes may 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
- Less than Half-Time Student - One to five (1-5) 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
• Less than Half-Time Student - One to five (1-5) semester credit hours

Flex Eight-Week and Summer Sessions

Flex Sessions I and II and Summer Sessions I and II are combined for financial aid purposes if the student enrolls for all courses before the first session begins. It is recommended that students register for a minimum of six (6) semester credit hours prior to the start of Flex I and/or Summer I in order to be eligible for all possible sources of aid that may be available. Students planning to attend Flex I and/or Summer Sessions I and II should register for both sessions prior to the start of the first session in order to receive funding for the Flex II and/or Summer II sessions.

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

Maymester

Maymester is considered part of the Summer Session; see above.

Consortium Agreements and Financial Aid Eligibility

The Alamo Colleges will sometimes enter into consortium agreements with institutions willing to consider a student’s concurrent enrollment at an Alamo Colleges college as part of the student’s semester course load at their college or university for the purpose of awarding aid through their financial aid office. That institution becomes the student’s home institution for financial aid purposes, and it initiates such agreements on behalf of the student. These students are not eligible for aid from any of the Alamo Colleges and must make arrangements to pay all Alamo Colleges registration expenses prior to the billing due date. All consortium agreements must be approved by the appropriate Alamo Colleges authorizing official.

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 Day. 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 Day. 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 Day will not impact the amount of aid received with two (2) exceptions: 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 close of business by the semester Census Date.

When students withdraw from all courses (100%), federal regulations require all schools to pro-rate the amount of financial aid the student has earned based on the percentage of the semester that they have attended classes. The regulations require the calculation be performed for every student who withdraws from all classes, and that a re-payment
percentage be calculated up until 60% of the semester has elapsed. Since in most cases students’ financial aid is already paid under the assumption that they will stay in school for the entire semester, withdrawing before the 60% mark means the student will have to pay back a portion of their financial aid that was not earned. 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 prorated 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.
Financial Aid Resources

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 (number of hours enrolled);
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution (EFC) as calculated on the Student Aid Report (SAR).

Federal Pell grant funds are paid per semester, and Summer awards can be made if the student’s annual eligibility has not been exhausted during the Fall and Spring semesters.

A separate application form is required for Summer aid. Please check with Student Financial Aid Office for eligibility requirements.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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. FSEOG funds are limited, and therefore are awarded on a first come first served basis to students with completed financial aid applications submitted to the Financial Aid Office.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) awards assistance to undergraduate students who demonstrate financial need through the FAFSA or as determined by Student Financial Aid. Awards range up to $2,000.00 and the amount of the award is based on need and availability of funds. Funds awarded are designed to assist Texas resident students, non-Texas resident students, students enrolled in a continuing education program, and foreign students. Students also must be undergraduates enrolled for at least six (6) semester credit hours.

Towards EXcellence Access and Success Grant (TEXAS)

The TEXAS Grant Program is available for Renewal student awards only beginning with the 2015-2016 year. The initial year fund has been replaced with the TEOG program awards described below. The following TEXAS grant program renewal criteria apply only to students with renewal grant eligibility.

- Complete the FAFSA (or TASFA if applying under HB1403/SB1528 provision) and have financial need;
- Maintain current Texas residency status;
- Graduated from an accredited Texas high school;
- Completed a recommended or advanced high school curriculum;
• Have financial need according to the institutional budget (there is no EFC cap);
• Enroll for at least 9 to 11 hours (three-quarter time) in an Associate Degree or Certificate program and complete at least 24 hours per academic year;
• Enroll and receive the grant no later than the sixteenth (16) month after graduating from high school and before attempting more than thirty (30) hours (excluding Dual Credit and Credit by Exam);
• Be registered with the Selective Service System as required by federal law or be exempt from selective service registration under federal law;
• Not be convicted of a felony or crime involving a controlled substance;
• Not have earned an Associate or Baccalaureate Degree;
• In first renewal year, student must meet the college’s Satisfactory Academic Progress (SAP) policy (See the policy in this catalog); and
• For third (3rd) year (and beyond), student must have a minimum 2.5 GPA overall and minimum of 75% course completion rate in the most recent academic year.

Texas Educational Opportunity Grant (TEOG)

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

• Maintain current Texas residency status;
• Graduated from an accredited high school, charter school, private school, home school, or the General Equivalency Diploma (GED);
• Apply for financial aid and have need with an Estimated Family Contribution (EFC) below $4,801;
• Enroll at least six (6) hours of courses (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;
• Be registered with the Selective Service System as required by federal law or be exempt from selective service registration under federal law; and
• Not be eligible for the TEXAS Grant Program.

Awards may 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;
• In first renewal year, meet the college’s Satisfactory Academic Progress (SAP) policy (See the policy in this catalog);
• For third (3rd) year and beyond, student must have a minimum 2.5 GPA overall and minimum of 75% course completion rate in the most recent academic year; and
• Received a TEOG for no more than seventy-five (75) attempted semester credit hours.

Top 10% Scholarship Program

Students who graduate in the top ten (10) percent of their high school class may qualify for the Top 10% Scholarship Program. Students will be awarded on a first-come, first-served basis until available funds have been spent. To be eligible for the first year, students must:

• Be Texas residents;
• Demonstrate financial need;
• Complete a FAFSA by March 15;
• FAFSA must be processed and cannot be in a reject status;
• Complete the Recommended or Distinguished Achievement HS curriculum;
• Rank in the top ten (10) percent by the end of the fall semester of the senior year in high school;
• Graduate from an accredited high school in Texas; and
• Enroll full-time in a Texas public 2-year or 4-year college or university in the fall semester following high school graduation.

To qualify for renewal, provided funding is available, students must:

• Complete a FAFSA by March 15 (processed and cannot be in a reject status);
• Successfully complete thirty (30) semester credit hours in the previous year;
• Maintain a cumulative 3.25 GPA; and
• Complete at least 75% of hours attempted

Alamo Colleges Scholarships

The Alamo Colleges award many scholarships, based on the availability of institutional and private funds, to academically meritorious or needy students. Scholarships range from $300 to over $2,000 per academic year (September-May). All scholarships and other financial aid already awarded are taken into consideration when determining eligibility. Scholarship lists and applications are available online.

The Alamo Colleges Foundation Scholarship Office and each of the college scholarship offices are responsible for application procedures, selection of recipients, notice of scholarship award, and renewal and revocation processes for each respective scholarship program.

Student Loan Programs

William D. Ford Federal Direct Loan Program

Direct Student Loans Programs (Subsidized and Unsubsidized)

The Alamo Colleges provides student loan funds directly from the Federal Government under the William D. Ford Federal Direct Loan Program.

Direct Student Loans are low-interest student loans certified by the Alamo Colleges and guaranteed by the federal government. The interest rate for subsidized and unsubsidized loans is fixed at 4.29% for undergraduates loans borrowed on or after July 1, 2015. For loans made after October 1, 2015, a loan fee of 1.068% on the amount borrowed is assessed 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 an additional $6,000 in unsubsidized loans per year. Because subsidized
loans are based on financial need, the SFA Office establishes the amount students are eligible to borrow. Student loan repayment begins six (6) months after the student leaves school or drops below 6 hours (half-time) status.

Students applying for loans are required to complete a loan entrance interview session if they are a first time borrower, and an exit interview if they are graduating, transferring, or withdrawing from the college. For information on loan applications and deadlines, visit the Alamo Colleges Financial Aid Direct Loans web site. Additional information about the Federal Direct Loans program is available at www.studentloans.gov.

Students may borrow under the Federal Direct Subsidized Loan program while enrolled for less than 150% of the published length of their program of study. The program of study length is published in the Academics section of this catalog.

**Federal PLUS Loans Program**

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half-time. PLUS loans are made through the Federal Government at a variable interest rate not to exceed 6.84%. For loans made after October 1, 2015, a loan fee of 4.272% on the amount borrowed is assessed by the Federal Government. Repayment for parent borrowers begins sixty (60) days after disbursement of the entire loan amount. The PLUS loan amount, together with all other financial aid, may not total more than the student’s Cost of Attendance at one of the Alamo Colleges.

Students who are participating in the Federal loans program are encouraged to complete a Financial Literacy course available online at the Financial Aid Office website.

**Consolidation Loan Program**

Consolidation Loans may be arranged to combine loans made to a student under Title IV programs and the Health Professions Student Loan (HPSL) Program. These loans provide repayment periods appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds $7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lenders to find out if they qualify for a Consolidation Loan.

**Financial Aid Payment Plan (formerly Short-Term Loans)**

Alamo Colleges does not offer short-term loan funding but instead offers a payment plan for students whose financial aid may not cover their entire tuition and fees balance. The payment plan provides the option for students who have a remaining balance of $65 or more (after financial aid funds are applied) to sign up for the payment plan and avoid being dropped from classes. Students can sign up for the Payment Plan in ACES, and the steps are the same as the regular payment plan. When asked to select the type of payment plan, student should select Financial Aid Payment Plan.
Work Opportunities

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides work opportunities for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate for FWS employees is currently $9.00 per hour. The amount of FWS awarded depends on a student’s financial need, availability of funding, and the amount of other aid the student receives. The Alamo Colleges FWS program budgets awards for students to work up to fifteen (15) hours per week. FWS students are paid twice (2 times) per month. State and Institutional Work-Study programs may also be available if the federal funding level is insufficient to meet the demand for student workers. Students who participate in the Federal Work-Study program are encouraged to complete a Financial Literacy course available online at the Financial Aid Office website.

Community Base Off-Campus Work Study Employment

Non-Profit off-campus employment is administered by many local community or city agencies that hire Alamo Colleges’ students. These non-profit organizations who employ Alamo College students adhere to the Alamo Colleges Federal work study rules and regulations. In addition to earning money while attending college, students have an opportunity to participate in the local work force and gain valuable work experience.
Academic Standards

Attendance

Policy: Student Responsibility for Success *(appendix 9)*

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 required.

**SmartStart.** Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed. For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

**Ongoing Attendance.** Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences may be considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of 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 but faculty must clearly explain these policies in their syllabi.

Students who are absent for any reason should always consult with their instructors. 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 if s/he can no longer attend according to the instructor's course policy.

Students who stop attending class for any reason should contact the instructor and Enrollment/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 Enrollment Services/Admissions and Records office.

Students receiving financial aid or any other external financial support should review and understand that dropping or being withdrawn from a course may result in owing funds to the federal government or other support provider and impact eligibility for future awards.
The following table shows the number of missed class meetings that make up an absence rate approximating 12.5%.

<table>
<thead>
<tr>
<th>Meeting pattern</th>
<th>Absences equal to 12.5%</th>
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<tbody>
<tr>
<td><strong>Regular Semester</strong></td>
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</tr>
<tr>
<td>3 meetings/week</td>
<td>6</td>
</tr>
<tr>
<td>2 meetings/week</td>
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<tr>
<td>1 meeting/week</td>
<td>2</td>
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<tr>
<td><strong>Flex term, Summer 8-week</strong></td>
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<tr>
<td>4 meetings/week</td>
<td>4</td>
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<tr>
<td>3 meetings/week</td>
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<td>2 meetings/week</td>
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<tr>
<td>Summer 5/6 week term</td>
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<tr>
<td>5 meetings/week</td>
<td>3</td>
</tr>
<tr>
<td>4 meetings/week</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>Maymester</strong></td>
<td></td>
</tr>
<tr>
<td>4 meetings/week</td>
<td>1</td>
</tr>
</tbody>
</table>

**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:

- **A** (excellent/exceptional performance)
- **B** (above average)
- **C** (average)
- **D** (below average/pass)
- **F** (failure)
- **I** (incomplete) *
- **IP** (in-progress) **
- **NC** (non-credit)
- **W** (withdrawal, does not count in 6 drop limit)
- **WS** (withdrawal, counts in 6 drop limit)
- **WX** (withdrawal exemption, does not count in 6 drop limit)
- **WM** (military withdrawal)
- **CR** (non-traditional credit only)
- **AU** (audit)
- **P** (pass)
- **NR** (not recorded)

Grades no longer in use

- **WF** (withdrawal failing)
- **WP** (withdrawal passing)
*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.” Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course.

**In-Progress Grades**

A final grade of “IP” may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who, in the instructor’s judgment, have the potential to successfully complete the coursework. The only way to receive a passing grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs.

Midterm Grades

Faculty will post midterm grades to keep students informed of their progress. Midterm grades may be viewed online through ACES. Midterm grades are for informational purposes only and not final grades of record.

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 department chair regarding questions about grades.

Grade Changes

A student has a maximum of one (1) year 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 schedule a conference with the instructor and provide supporting documentation to resolve the issue. Grade changes require the approval of the instructor and the respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student’s grade appeal can be initiated with the department chair.

If students are not satisfied with an instructor’s decision, they may initiate an Academic Grievance within five (5) days of the instructor’s decision. See Academic Grievance
Procedure in District, State and Federal Regulations.

Grade Point Average

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester credit hour
- B - 3 quality points per semester credit hour
- C - 2 quality points per semester credit hour
- D - 1 quality point per semester credit hour
- F and WF - 0 quality points per semester credit hour
- W, WM, WS, WX, WP, CR, NC, NR, AU - not computed in GPA
- I - incomplete grade carries 0 quality points per semester credit hour; GPA recalculated upon completion of required work (See Incomplete Grades section in this catalog)
- IP - final grade for developmental courses and Academic Refresher Courses -- not computed in GPA
- P - Continuing Education Completer or Academic Refresher Courses (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) 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.

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Grade Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Example:</td>
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<tr>
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<td>6</td>
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<tr>
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<td>3</td>
<td>6</td>
</tr>
<tr>
<td>KINE 1104</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 44/15 = 2.93</td>
</tr>
</tbody>
</table>

Repetition of courses: Once a course is repeated the highest 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 component used to compute Academic Standing is GPA. The Alamo Colleges honor the academic standing in place at the last institution attended (dismissal, probation, etc.). Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined below.

Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status in AlamoGPS, accessed through their ACES accounts. (See Adds, Drops and Withdrawals, which also covers the Three-Peat Enrollment and Six Course Drop Rulings.)

**Good Standing**

- Minimum overall GPA, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time and student begins process defined below.
- Academic standing is determined at the end of the fall, spring, or summer term, to include Flex I/II, Maymester, Summer I/II, and mini-session courses.

**Academic Probation**

- Students who begin any semester term in Good Academic 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’ ACES email addresses.
- Students may be required to meet with advising services prior to enrollment in subsequent semesters.
- Students may be limited to a maximum approved course load. Students may be advised to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success.
- If the above requirements are met any appropriate Academic Hold will be waived on student records.
- Academic Probation status is waived when students earn both term and cumulative 2.0 GPA; otherwise, enrollment status will be Continued Academic Probation.
- Students who fail to earn a minimum term GPA of a 2.0 while on Academic Probation may be placed on Academic Dismissal.

**Continued Academic Probation**

- After the first (1) semester term of Academic Probation Status, students may re-enroll at the Alamo Colleges on a Continued Academic Probation status after meeting with advising services.
• Students may be limited to a maximum approved course load of six to eight (6-8) semester hours. Students may be advised to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success. Students must earn a minimum GPA of 2.0 during the semester approved to continue enrollment in subsequent terms while on Continued Academic Probation.

• Student status is evaluated after each completed semester/session.

• The Continued Academic Probation status is removed when students earn both term and cumulative 2.0 GPA. If the student does not meet the minimum academic standards for the semester enrolled, the student is placed on Academic Dismissal at all Alamo Colleges.

• If students on Academic Probation or Continued Academic Probation show academic progression and earn a semester term GPA of 2.0 or higher while their cumulative GPA is still below 2.0 in the next semester following the probation status, students will continue in a continued probationary status until their cumulative GPA is a 2.0 or higher which would then place them back in good Academic Standing.

**Academic Dismissal (First or Second Academic Dismissal)**

• If students on Academic Probation or Continued Academic Probation do not earn a semester term GPA of 2.0 and do not earn a cumulative GPA of 2.0 in the next semester following the probation status, they will be placed on Academic Dismissal and must remain out for one full fall or spring semester. Students placed on Academic Dismissal will receive notification from the Alamo Colleges via their ACES email.

• Students returning from their 1st or 2nd Academic Dismissal will enroll as Continued Academic Probation in the next semester term(s) until their cumulative GPA is a 2.0 or higher. Students must maintain a minimum semester GPA of 2.0 or higher to continue their eligibility for enrollment. If students do not maintain a minimum semester GPA of 2.0 or higher, they may be placed back on Dismissal status and be required to sit out.

• After remaining out for one (1) full fall or spring semester term for each of the First or Second Academic Dismissals, students must petition for registration. Upon readmission, students will be limited to a maximum approved course load of six to eight (6-8) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success. Students will also be required to meet with an appropriate college representative.

• Students will be enrolled under the status of Academic Dismissal and must achieve and maintain a minimum GPA of 2.0 during the semester approved for enrollment. **The maximum student course load during subsequent semesters will be based on the student’s academic progress and may not exceed 12 semester hours.**

• Students who wish to enroll and not remain out a fall or spring semester may petition for an exception and must complete the academic dismissal petition process. Students granted an exception will be re-enrolled.

• Students may re-enroll if minimum academic standards have been met at another accredited college or university during the period of dismissal.

• Academic Dismissal status is removed when students earn a cumulative 2.0 GPA.

Submitting an Academic Dismissal petition does not guarantee registration. In addition, denial of a petition at one Alamo College applies to all Alamo Colleges.
**Academic Dismissal (Third Academic Dismissal)**

A student on Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Colleges for one (1) academic year after which a petition for registration must be made. After remaining out the required length of time, students must submit their petition and typed reflection statement to their selected college by the set deadlines. They will also be required to meet with an appropriate college representative. In addition to the policies above, students will be required to reduce their course loads and/or enroll in a college success course that is designed to teach proven strategies for academic success.

Academic Dismissal status is removed when students earn a cumulative 2.0 GPA.

**Deadline to Submit Petition for 1st, 2nd, and 3rd Academic Dismissal**

Petitions for exception to the Academic Dismissal process must be submitted by the stated deadline. Please see your primary college for specific deadlines.

**Eligibility for Participation in College-Sponsored Programs and Events**

A student placed on Academic Probation during any semester may not participate in public activities of the Alamo Colleges, represent the Alamo Colleges in meetings or on competitive teams of the Alamo Colleges, or hold club or class office. In addition, a student having earned credit must have and maintain a minimum cumulative GPA of 2.00 in order to be a member of and participate in any student organization authorized by the Alamo Colleges.

**Honors**

Honors are granted to students who earn a cumulative GPA of 2.0 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at the Alamo Colleges. The Honors will be awarded by the student’s home college.

**Honors Calculations (includes classes taken at all of the Alamo Colleges)**

- **Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **President’s Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.
- **Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **President’s Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.

An Honors Convocation may be held annually to recognize students’ achievements.
Student Code of Conduct

- Non-Academic Misconduct
- Academic Integrity Violations
- Academic Integrity Report Form

Student Code of Conduct

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to foster a learning environment of thoughtful study and discourse, to protect interests of the Alamo Colleges’ community, and to challenge those whose behavior is not in accordance with the code. The act of applying to be an Alamo Colleges student is an explicit acceptance of the Alamo Colleges’ policies, procedures, regulations, and administrative rules. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. All students are expected to obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules.

Non-Academic Misconduct

F.4.2 (Policy) Student Code of Conduct - Non-Academic Misconduct, Academic Integrity (appendix 10)

F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process (appendix 11)

Academic Integrity Violations

F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process (appendix 12)

Academic Integrity Report Form

A pdf downloadable copy of the Academic Integrity Report Form is available here (appendix 13).
District, State and Federal Regulations

Student Obligations

Alamo Colleges Policy F.6.1 Student Success (appendix 14)

The philosophy and goals of the Alamo Colleges are to protect the equal opportunity of all persons qualified to attend and to offer services that encourage and enable students to pursue new career goals, upgrade present skills, and enrich their personal lives. Our mission, values, strategic plan, policies, and budget decisions reflect convictions about the importance of success and equity for all students. The Alamo Colleges Student Success policy provides a shared commitment to long-term, institution-wide procedures that support and promote student engagement and learning while requiring strategies that are proven to increase student success.

Inherent to student success is that enrollment in the Alamo Colleges is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior that are reasonably imposed by the institution relevant to its mission.

Such obligations may be higher than those imposed on all citizens by civil and criminal law. A student does not surrender rights as a citizen upon enrollment in the Alamo Colleges. Rights and freedoms, however, like those of any other citizen, are not unlimited. The Alamo Colleges have an obligation not to submit to intimidation, violence, or disruptive behavior and expect students to recognize and accept their responsibilities as citizens and members of a scholarly community, among which are respect for the rights of others; academic and personal integrity; and adherence to federal, state, and local laws.

Alamo Colleges Policy F.6.2 Student Responsibility for Success (appendix 15)

As members of the Alamo Colleges learning community, students, faculty, staff, and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgement of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges provide institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement, and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. 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 students integrate into the campus life. The Alamo Colleges Student Responsibility for Success policies outline the expectations in communication, academic success, self-responsibility, and engagement associated with being an Alamo Colleges student.

Grievance Policies

Should disagreements arise between students and their instructors, the Academic Grievance Policy provides equitable and expeditious resolutions. Students may ask their
instructor to review a grievance and may appeal the instructor’s finding to the department chair. If necessary, a final appeal may be made to the Academic Integrity Panel.

**Academic Grievance Policy**

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that require academic intervention using the Academic Grievance process. If the grievance process is to function smoothly, a serious effort must be made to resolve such conflicts expeditiously. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure by filing a Student Academic Grievance form, available from any division chair. Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

**Non-Academic Grievance Policy**

The Non-Academic Grievance Policy *(appendix 16)* provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Colleges’ employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Non-Academic Grievance Policies and Procedures are outlined in the Alamo Colleges Board Policy F.4.7 Non-Academic Grievances and F.4.7.1 (Procedure) Non-Academic Grievances *(appendix 17)*. Students are encouraged to refer to the respective colleges’ Student Handbooks for additional information.

**AIDS/HIV Policy**

AIDS/HIV educational literature is available free to students, employees, and affiliates at the Alamo Colleges’ Student Health Centers. Information that students have or have not been tested, or have or do not have AIDS or HIV infection, may be released only to a college’s president or designee and to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for students’ health and welfare. Release of this information to others must be based on written authorization by students (if they are over 18 years of age) or by students’ parents (if they are minors), and must specify the persons or positions to whom the information may be released. The persons or positions specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

**Campus Security Policy and Campus Crime Statistics Act**

Under the federal Clery Act provisions, the Alamo Colleges must publish statistics about criminal acts occurring on campus property. This information is available for all of the Alamo Colleges online.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime statistics, security policies, graduation rates, and job placement statistics. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Violators can be fined up to $27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Alamo Colleges’ Department of Public Safety collects and discloses certain timely and annual information about campus crime and security policies.

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators. The Alamo Colleges publish an annual Crime Awareness and Campus Security Report that pertains to the prior three (3) years of offenses occurring at any of the Alamo Colleges. The report contains certain security policy statements, including sexual assault policies that assure basic victims’ rights, the law enforcement authority of the Alamo Colleges’ Police Department, and where students should go to report crimes. The report is available to all current and prospective students and employees through the Alamo Colleges’ Police Department online. A copy of these statistics is also provided to the U.S. Department of Education.

Alamo Colleges’ Annual Security Report in compliance with the Clery Act students’ right to know crime statistics is available online (appendix 18).

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Present Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender Registration Program must contact Alamo Colleges’ Police Department at (210) 485-0099. Information on legislation regarding safety on campus is available online.

Cancellation of Classes Due to Inclement Weather

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to ensure that classroom hours are rescheduled. Up-to-date information on the Alamo Colleges’ closures is available at (210) 485-0189 or online at alamo.edu. San Antonio College’s radio station KSYM 90.1 FM, as well as local radio and television stations, will also have the latest information on the Alamo Colleges’ closures.

Children on Campus Policy

In order to prevent children from potential safety risks, from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities for all students, the following Alamo Colleges’ policy is currently in effect:
Students are urged not to bring children to classes, labs, or other facilities such as libraries. *Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.*

**Computer Usage**

Alamo Colleges Policy C.1.9 Appropriate Use of Information Technology Resources and Procedure C.1.9.1 Appropriate Use of Information Technology Resources *(appendix 19)*.

**Appropriate Computer Usage**

Appropriate computer use guidelines are intended to help protect employees and students from the inappropriate use of technology. They supplement the laws, regulations, agreements, and contracts, which currently apply to technology services, and, therefore, they impose certain responsibilities and obligations on users and contracted agents.

Access to networks and computer systems owned or operated by the Alamo Colleges is a privilege granted to the users within the Alamo Colleges. Users are responsible for:

- Reviewing, understanding, and complying with all guidelines, procedures, and laws related to access, acceptable use, and security of the Alamo Colleges' information technology (IT) resources.
- Adhering to all hardware and software license agreements that are in force on any system, network, or server that the user operates.
- Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in the Alamo Colleges' guidelines, rules, and procedures.
- Reporting possible guideline violations to the appropriate entities.

The Alamo Colleges’ computer resources, IT, and networks may be used for legitimate Alamo Colleges’ purposes only. Incidental personal use should be minimized. Therefore, one should not excessively use the Alamo Colleges’ sources of e-mail, Internet access, and/or other IT services for purposes not related to the Alamo Colleges’ business. Appropriate use of the Alamo Colleges’ computer resources, IT, and networks includes:

- Use by students related to completion of the Alamo Colleges’ class assignments or their education at the Alamo Colleges.
- Use by faculty, administrators, and staff directly related to instruction, research, scholarly, professional, and administrative endeavors on behalf of the Alamo Colleges or within the scope of the Alamo Colleges’ employment. While working in their Alamo Colleges’ employment capacities, students will be governed by the guidelines for employees.

**Inappropriate Computer Usage**

Users shall not access the Alamo Colleges’ computer resources, information technologies (IT), and networks for:
• Sending unsolicited electronic mail (e.g., “spam”) to interfere with the Alamo Colleges' mail server or another’s server. Interference to the electronic mail system include: misusing listservs; propagating chain letters; virus hoaxes; fraudulent, harassing, or obscene messages (hateful or racially, ethnically, or otherwise objectionable); or “bombing” (flooding an individual, group, or system with numerous or large e-mail messages).

• Communicating non-Alamo Colleges-related information on listservs and newsgroups.

• Stalking or threatening a person. Using e-mail, chat rooms, and newsgroups to threaten and stalk a person is prohibited.

• Using computing resources for financial gain. Supporting, establishing, and conducting private business operations or commercial activities are prohibited.

• Accessing obscene material. Intentionally disseminating, accessing, and providing hyperlinks or access to obscenity as termed by law, unless such activities are directly related to the employee’s or student’s research or completion of an academic requirement, are prohibited.

• Endorsing any political candidate or ballot initiative. One may not use the Alamo Colleges’ IT resources to represent the interest of outside organizations unless authorized by an appropriate Alamo Colleges’ department.

• Violating city, state, or federal laws.

• Defeating system security; for example, “cracking” or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage, or unauthorized use, users must protect the confidentiality of their personal identification codes and passwords. (This provision does not prohibit system administrators from using security scan programs within the scope of system authority.) Furthermore, users must not attempt to make any deliberate, unauthorized changes to data or attempt to intercept or access data communications intended for another.

• Misusing IP addresses or other network codes that have been assigned to users as individuals or for use as an Alamo Colleges’ employee. Clients must not have or seek to obtain unauthorized access to accounts, software, files, or any other Alamo Colleges’ IT resources.

• Attempting to compromise security. The Alamo Colleges’ resources may not be used in an attempt to compromise the security of any other personal, private, or public information system.

• Using excessive network bandwidth. Large-scale distribution of MP3 music or video files can cause excessive network overload. The Alamo Colleges’ IT Department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.

• Establishing any unauthorized network connections to any of the Alamo Colleges’ systems or components. In particular, users are prohibited from using unauthorized wireless devices or wired network devices.

• Concealing identity, except when the option of anonymous access is explicitly authorized. Users are prohibited from masquerading or impersonating others or otherwise using a false identity.

• Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, Trojan horse, worms, or other rogue programs.

• Removing or modifying data or equipment. Without proper authorization, users may not remove or modify any Alamo Colleges-owned or -administered equipment or data.

• Modifying system facilities, operating systems, or disk partitions attempting to crash
or hoard the Alamo Colleges’ computers. This includes damaging or vandalizing the Alamo Colleges’ IT resources, equipment, software, or computer files.

- Performing illegal functions. Use of technology systems in violation of civil or criminal laws at the federal, state, or local levels is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; or making bomb threats.

- Violating copyright laws. Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for select educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. Therefore, written authorization is required.

- Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.

Criminal Offenses

All students and employees are expected and required to obey the law and to comply with the institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

All of the general and criminal laws of Texas are declared by the Alamo Colleges’ Board of Trustees to be in full force at all Alamo Colleges. Any recognized misconduct, violation of regulations, or socially unacceptable behavior of students or non-students on- or off-campus, whether civil or criminal penalties are imposed for such conduct at the Alamo Colleges is subject to administrative disciplinary action by the appropriate dean, vice president, and/or president of the college; action by a student-faculty disciplinary review committee; or possible arrest and charge by authorized campus or other peace officers of the city or state.

Drug-Free Schools and Communities Act Amendments of 1989

The Alamo Colleges recognize the importance of awareness about alcohol and other drug abuse. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Alamo Colleges have adopted and implemented a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students on its property and as part of any of its activities. Therefore, for the benefit of each student and employee, the following are the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Legal Sanctions

Students or employees found violating any local, state, or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate Alamo Colleges’ disciplinary action.
Alamo Colleges Board Policies:

- Alcohol and Drug Use *(appendix 20)*
- Notice and Information on Illegal Drugs and Steroids *(appendix 21)*

The most common legal violations and their consequences are:

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Penalty</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor in Possession (Sec. 106.05)</td>
<td>Class C Misdemeanor</td>
<td>Up to $200 fine Class B Misdemeanor</td>
</tr>
<tr>
<td></td>
<td>Class B Misdemeanor</td>
<td>Up to $1,000 fine and up to 6 months in jail</td>
</tr>
<tr>
<td>Contributing to the Delinquency of a Minor (Sec. 106.06)</td>
<td>Class C Misdemeanor</td>
<td>Up to $200 fine Class B Misdemeanor</td>
</tr>
<tr>
<td></td>
<td>Class B Misdemeanor</td>
<td>Up to $1,000 fine and up to 6 months in jail</td>
</tr>
<tr>
<td>Public Intoxication (Sec. 42.08)</td>
<td>Class C Misdemeanor</td>
<td>Up to $200 fine</td>
</tr>
<tr>
<td>Other Drugs Drug Possession</td>
<td>Varies according to placement of drug on schedules and amount in possession</td>
<td>Up to $50,000 fine and 5-99 years in jail</td>
</tr>
</tbody>
</table>

Penalties for drug possession are governed by Texas Health and Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

**Disciplinary Sanctions**

All students and employees are expected and required to obey the law and to comply with institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct prohibited by the Alamo Colleges’ rules or by federal, state, or local laws is subject to discipline whether such conduct takes place on- or off-campus or whether civil or criminal penalties also are imposed for such conduct.

After due process, any student or employee guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution, including field trips, internships, rotations, or clinical assignments.
A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension.

A student may be requested or required to withdraw with or without public statement of charges by the Alamo Colleges’ administration. Specific disciplinary responsibilities of institutional officials, classification of offenses and sanctions appropriate to each disciplinary offense, and disciplinary procedures are set forth in the official Alamo Colleges’ policy under Student Code of Conduct (F.4.2 policy (appendix 22) and F.4.2.1 Procedure (appendix 23)).

Health Risks

Drug and alcohol use, misuse, and abuse are complex behaviors with many detriments at both the cultural and individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual’s well being and survival. Negative consequences may be exhibited through physical dependence and/or psychological dependence.

Physical Dependence: The body’s learned requirement for a drug for functioning. Abuse of alcohol or any other drug, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many illicit drugs are manufactured and sold illegally, their contact varies and may contain especially harmful ingredients or amounts.

Psychological Dependence: The experiencing of persistent craving for the drug and/or a feeling that alcohol or another drug is a requirement for functioning.

Despite the type of drug or alcohol used, a perceived need for the continued use is likely to follow, resulting in dependence.

Dependence on alcohol and/or other drugs alters the user’s psychological functioning. The acquisition of these substances becomes the privacy focus of the drug-dependent individual and often results in reduced job performance and jeopardizes family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available to employees, students, and their families. Additional information on the effects of specific drugs and alcohol as well as drug counseling resources in San Antonio, and surrounding areas, is available from the Alamo Colleges’ counselors/advisors.

A biennial review of this program will be conducted by the Alamo Colleges and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed, and to ensure that its disciplinary sanctions are consistently enforced.
Substance Abuse Prevention

The Alamo Colleges are committed to substance free environments. Distributing, possessing, manufacturing, dispensing, or using alcoholic beverages, drugs, or controlled substances at any of the Alamo Colleges will not be tolerated. Information, consultation, and referrals are available from student services counseling/advising centers.

Electronic Devices in the Classroom

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

Emergency Student Contact Policy

It is not possible for Alamo Colleges’ staff to contact students on campuses except in cases of emergency. If it is necessary for person to reach a student, that person should contact the Campus Police at (210) 485-0099.

Emergency Notification System

The Alamo Colleges Emergency Notification System alerts students to severe weather and other emergencies using phone calls, emails and/or text messages. It is critical for contact information to be current in order to receive the most accurate and up-to-the-minute news in an emergency. Contact information can be updated through ACES; click on Update Addresses and Phones under the Personal Information tab.

The Emergency Notification System enables the Alamo Colleges to schedule, send and track personalized voice messages to up to six phone numbers per person and immediately send messages four different ways:

- Voice messages to home phones, work phones, cell phones and email addresses
- Text messages to cell phones, PDA’s and other text-based devices
- Text messages to email accounts
- Messages to TTY/TDD receiving devices for the hearing impaired

Text messaging will be sent to the text enabled cell phone number provided in personal information in ACES. By entering a cell phone number, students opt in to receive text messaging from the emergency notification system. To opt-out at any time, text “STOP ALAMOCC” or “QUIT ALAMOCC” to 23177 or 63079. An opt-out confirmation reply will be sent.

Contact information will only be used for Alamo Colleges’ notifications and will not be made available to any other service.
Equal Opportunity

The Alamo Colleges are equal opportunity colleges and do not discriminate in access, admission, campus activities, education, employment, public accommodation, or public service on the basis of age, race, color, national origin, religion, disability, handicap, height, marital status, political affiliation, gender, sexual orientation, or veteran’s status. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Alamo Colleges. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

No act of retaliation shall occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding. Inquiries or complaints concerning these matters should be brought to the attention of:

Linda Boyer-Owens
lboyer-owens@alamo.edu
Associate Vice Chancellor of Employee Services, Title IX Coordinator
Employee Services Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 485-0200

Persons with disabilities who plan to attend the Alamo Colleges, who may need reasonable accommodations as per the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, should contact the designated Disability Support Services office at the college at least four (4) working days prior to the program or activity so appropriate arrangements can be made. See Alamo Colleges’ Equal Educational Opportunities policy F.1.1. (appendix 24).

Definitions:

1. “Disabled person” means one who has a record of, or who is regarded as having, or who has a physical or mental impairment that substantially limits one or more major life activities. Students who would otherwise be “disabled persons” are not excluded from the definition solely because they are contagious.

2. “Physical or mental impairment” means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hermic and lymphatic; skin; and endocrine; (b) any mental or psychological disorder, such as mental retardation; organic brain syndrome; emotional or mental illness; and specific learning disabilities.

3. “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, breathing, learning, and working.

4. “Has a record of” an impairment means the person has a history of, or has been classified as having, a mental or physical impairment that substantially limits one (1) or more major life activities.

5. “Is regarded as having” an impairment means (a) has a physical or mental impairment that does not substantially limit major life activities but that is treated by
the Alamo Colleges as constituting such a limitation; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; (c) has no physical or mental impairment but is treated by the Alamo Colleges as having such an impairment.

False Alarms and Reports

Under Texas law, it is a state jail felony if a person knowingly initiates, communicates or circulates a report that the person knows is false or baseless of a present, past, or future bombing, fire, offense, or other emergency involving the Alamo Colleges. A conviction of a state jail felony in Texas comes with a fine up to $10,000 and a jail sentence between 180 days to 2 years.

This Texas law became effective September 1, 2013 after House Bill 1284 amended Section 42.06 of the Texas Penal Code.

Family Educational Rights and Privacy Act Student Information Release Policy / Confidentiality of Records

Public Notice Designating Directory Information

Alamo Colleges designates for disclosure general directory information and special directory information.

Directory information is defined by Alamo Colleges Procedure F.4.1.1. (appendix 25)

General Directory Information shall include:

• Name
• Major
• Enrollment status
• Dates of attendance
• Previous education agencies/institutions attended
• Degrees received
• Awards received

Social Security numbers are not General Directory Information.

General directory information shall be released to any individual or organization that files a written request with a college President or designee, the Public Information Officer, or the Center for Student Information excepting the directory information of students who have requested nondisclosure of directory information.

Special Directory Information

Special directory information shall consist of the broadest definition of directory information under applicable FERPA regulations at 34 CFR 99.3. Special directory information shall be released to an individual or organization only at the College District’s discretion, and subject
to appropriate security safeguards, to aid implementation of College District objectives, including, without limitation, academic advising, alumni relationships, student transfers, reverse transfers, career counseling, completion tracking, job placement, job placement tracking, workforce development and debt collection.

Notwithstanding the foregoing, students have the right to request that Alamo Colleges not release directory information about them for non-commercial and commercial purposes. No directory information will be released regarding any student who has requested nondisclosure of directory information.

Request for Nondisclosure of Directory Information

FERPA permits release of Directory Information without a student’s consent unless a student makes a request to withhold the information. Students may opt out of release of directory information when registering for classes online, or by completing a Request for Nondisclosure Form and submitting it to the Enrollment Services/Admission and Records office at the college attended with valid photo student identification or driver’s license by the twelfth (12th) class day of a fall or spring semester, or the fourth (4th) class day of a summer term.

Privacy of Student Education Records

• All students attending college, including minors, are protected under FERPA.
• Alamo Colleges officials are permitted to share student information freely with parents if the parents claim the student as a dependent on their most recent federal income tax return.

Military Recruiters

The Solomon Amendment, 10 U.S.C. § 983 (b)(2)(A)(B), requires Alamo Colleges to provide the following information about students who are age 17 or older, upon request, to representatives of the Department of Defense for military recruiting purposes: name, addresses, telephone listings, date and place of birth, academic majors, degrees received, and the most recent educational institution in which the student enrolled.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Alamo Colleges receives a request for access.

A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student
wishes to inspect. The Alamo Colleges official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Alamo Colleges official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Alamo Colleges to amend a record should write to the Alamo Colleges’ official responsible for the record, clearly identify the part of the record the student wants to change, and specify why it should be changed.

If Alamo Colleges decides not to amend the record as requested, Alamo Colleges will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Alamo Colleges discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alamo Colleges or university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures of school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires Alamo Colleges to record the disclosure.

Eligible students have a right to inspect and review the records of disclosures. Alamo Colleges may disclose PII from the education records without obtaining prior written consent of the student -

• To other school officials, including teachers, within Alamo Colleges, whom the school has determined to have legitimate educational interests. This also includes parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a) (1)). A school official typically includes a teacher, president, chancellor, trustee, registrar, counselor, advisor, admissions officer, attorney, accountant, human resources professional, information systems specialist, or any other person employed by Alamo Colleges in an administrative, supervisory, academic, research, or support or clerical staff position (including law enforcement unit personnel and health staff), or a student
serving on an official committee, such as a disciplinary or grievance committee, or a student volunteering to assist another school official in performing his or her tasks. An outsourced “school official” also may include a volunteer, consultant, contractor or other party outside of Alamo Colleges to whom Alamo Colleges has outsourced institutional services or functions provided that they are performing an institutional service or function for which Alamo Colleges would otherwise use its own employees and are under the direct control of Alamo Colleges with respect to the use and maintenance of personally identifying information (PII) from education records, such as a collection agent, auditor, attorney, alumni relations manager, or the National Student Clearinghouse. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Alamo Colleges.

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
• To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Alamo Colleges state-supported education programs. Disclosure under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
• To organizations conducting studies for, or on behalf of, Alamo Colleges, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
• To accrediting organizations to carry out their accrediting functions (§§99.31(a)(7))
• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
• Information the school has designated as “directory information” under §99.37 (§99.31(a)(11))
• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
• To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if Alamo Colleges determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of Alamo Colleges rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
• To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of Alamo Colleges, governing the use or possession of alcohol or a controlled substance if Alamo Colleges determines the student committed a disciplinary violation and the student is under the age of 21. (§99.319(a)(15))

Health or Safety Emergency

College officials must balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires colleges to ask for written consent before disclosing a student’s personally identifiable information, it also allows colleges and universities to maintain campus safety.

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR § 99.31(a)(10) and § 99.36). This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records.

Disclosure to Parents

The Department of Education interprets FERPA to permit institutions to disclose information in education records to parents if a health or safety emergency involves their son or daughter. When a student turns eighteen (18) years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

• Schools may disclose education records to parents if the student is a dependent for income tax purposes.
• Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
• A school official may generally share information with a parent that is based on that official’s personal knowledge or observation of the student.

FERPA and Student Health Information

Post-secondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA.
Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, Methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, are subject to the following provisions:

1. The information that a student has a communicable disease shall be confirmed when the student brings the information to the Alamo Colleges’ attention; the student confirms the information when asked. If the college president or designee has reasonable cause to believe that a student has a communicable disease, the student may be asked to submit to a college-funded medical examination (a) to determine whether the student’s physical condition interferes with participation in an educational program or activity, or poses a threat to self or others; or (b) a test or medical examination is necessary to manage accidental exposure to blood or other bodily fluids or airborne pathogens (but only when the test or examination is conducted in accordance with the Communicable Disease Prevention and Control Act (Article 4419(b)-1, Section 902(d) of Vernon’s Annotated Civil Statutes of the State of Texas).

2. The results of such examination shall be kept confidential in accordance with the Communicable Disease Prevention and Control Act, (Article 4419(b)-1, Vernon’s Annotated Civil Statutes of the State of Texas), except that the college president or designee shall be informed of restrictions and necessary accommodations. Health care and safety personnel may also be informed to the extent appropriate if the condition is one that might require emergency treatment.

Methicillin-resistant Staphylococcus Aureus (MRSA)

A student diagnosed with Methicillin-resistant Staphylococcus aureus (MRSA) shall inform an Alamo Colleges’ administrator before he or she returns to the campus after receiving the diagnosis. The administrator shall immediately inform the college president. The college president, through the Alamo Colleges’ safety coordinator, shall take all measures to reduce or eliminate the spread of MRSA. These measures include, but are not limited to: (a) posting signs (e.g., encouraging hand washing) in common areas and communicating means to prevent contamination; (b) providing germicidal hand washing soaps in common areas, and; (c) ensuring that custodial employees receive education and personal protective equipment.

Any faculty member, administrator, or student who becomes aware of a student’s actual or suspected MRSA infection shall notify the Alamo Colleges’ safety coordinator immediately.

Knowledge that a student has a communicable disease (other than AIDS/HIV) shall be confined to those persons with a direct need to know, e.g., the Chancellor, a person responsible for the Alamo Colleges’ health program, and the like.

Information that a student has or has not been tested, or has or does not have AIDS or HIV infection, may be released only to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for the student’s health and welfare, and to the college president or designee, or upon written authorization specifying the persons or positions to whom the information may be released.
The persons specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

When it has been determined that a student has a communicable disease, the college president or designee shall follow standards of the state and local health departments to determine: (a) the nature, duration, and severity of the risk, i.e., how the disease is transmitted, how long the student will be infectious, and the potential harm to self and others; (b) the probabilities that the disease will be transmitted and will cause varying degrees of harm; (c) whether the student’s condition interferes with the student’s academic program or activities. This determination shall include a report by a physician who has performed a medical examination of the student.

If academic or activity restrictions are deemed appropriate, the college president or designee shall determine whether the student is a “disabled person.” If it is determined that the student is disabled, a further determination shall be made as to whether the student is “qualified.” A “qualified disabled person” is one who, with reasonable accommodation, meets the academic and technical standards requisite to admission or participation in the educational programs and activities of the Alamo Colleges.

If it is determined that the student is a “qualified disabled person,” the student must be reasonably accommodated. In determining whether the accommodation is reasonable, the Alamo Colleges shall balance its interest and the interest of the student, considering financial expense, effects on the learning environment for other students, and the severity of the changes to the normal academic and activity procedures. Accommodation is not reasonable if it poses undue financial or administrative burdens, or if it would require fundamental alterations in the conduct of academic programs and activities.

Based on medical information and the requirements of the educational program or activity in which the student is enrolled, the college president or designee shall determine any appropriate exclusion or modification. A student may be excluded from an educational program or activity if the college president or designee determines, in accordance with this policy, that the student poses a risk of contagion to others, or poses a threat to personal health by continued participation in educational programs or activities, or if the student’s physical condition would interfere with participation in educational programs or activities.

The student must present evidence or information relevant to the question of fitness to continue participation in educational programs or activities.

**Freedom of Speech and Assembly**

The Alamo Colleges support the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Colleges embrace the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Colleges.
To reserve an area on-campus for such purposes, contact the appropriate college office. No equipment or materials will be provided by the Alamo Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

**Gang Free Zone**

The Alamo Colleges are designated “Gang Free Zones” and as such, any individual(s) involved in organized criminal activity as defined by the Texas Penal Code Chapter 71 is subject to increased punishment if the offense is committed within 1,000 feet of the premises owned, rented or leased by the Alamo Colleges. The offenses subject to this provision can be found in Chapter 71 of the Texas Penal Code.

**Immunization**

Immunization is required for admission to the Alamo Colleges unless the student submits to the admitting official at least one (1) of the following:

- An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student.
- An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief.
- Proof that he or she is a member of the armed forces of the United States and is on active duty.

The Texas Board of Health immunization requirements apply to all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities and to veterinary medical students whose course work involves direct contact with animals or animal remains as required by the Texas Board of Health Education Code 51.933; 25 TAC 97.64.

**Incident Reporting and Response**

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Colleges' police by telephone, in person, or by dialing (210) 222-0911 from any campus phone or by using one of the emergency telephones located throughout the Alamo Colleges' campuses. Some campus elevators are also equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies from a campus phone, dial (210) 485-0099. The email address for the Alamo Colleges' Police Department is dst-dpsdispatch@alamo.edu; however, request for police service should not be sent via email. The Alamo Colleges' police or security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly.

The Alamo Colleges' Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on
current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

The importance of prompt and accurate crime reports, no matter when they occur, cannot be over-emphasized. If a student witnesses a crime or emergency, he/she should promptly report it to the Alamo Colleges’ Police Department and be prepared to answer questions as accurately as possible. The subsequent investigation can only be as thorough as the information received.

If a student is a victim of a crime or has seen or received information of criminal activity or other emergency, he/she should contact the Alamo Colleges’ Police Department immediately.

**Intellectual Property**

Intellectual property developed, created, or conceived by students within the scope of classroom activity or through the use of school property is to be shared with fellow students and faculty at the Alamo Colleges. The release of intellectual property to entities outside the Alamo Colleges is at the discretion of the authoring student. The authoring student shall retain rights to royalties derived from the sale of intellectual property outside the Alamo Colleges. If royalties are derived from the sale of intellectual property within the Alamo Colleges, such royalties shall be donated to a scholarship or department fund designated by the student or by the college president.

**Plagiarism / Scholastic Dishonesty**

For various reasons, the number of incidents of scholastic dishonesty in the classroom has increased throughout the nation in recent years. It is in the student’s best interest that scholastic dishonesty not be tolerated and that the Alamo Colleges’ policies and procedures be followed so as to provide consistent college-wide enforcement. Scholastic dishonesty includes, but is not limited to, cheating on exams, tests, and quizzes; plagiarism; and collusion. See the [Student Code of Conduct](#) for more detailed information.

**Cheating on exams, tests and quizzes** includes, but is not limited to:

- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test without the consent of the instructor;
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
- Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor; and
- Reporting fraudulent research results.

**Plagiarism** is the appropriation of another’s work and the unacknowledged incorporation of that work into one’s own coursework/assignment including the taking and using of ideas, passages, etc. Plagiarism is scholastic dishonesty and will result in disciplinary action.
Collusion is the unauthorized collaboration with another person in preparing any coursework/assignment.

Religious Holy Days

A “religious holy day” is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve (12) days of the semester which day(s) will be observed. Students whose absences are excused under this provision may not be penalized for those absences and shall be allowed to take examinations or complete assignments within a reasonable time as established by the faculty member. The faculty member may respond appropriately if students fail to satisfactorily complete the assignments or examinations by the deadline.

Sexual Harassment

Sexual harassment is against the law and is prohibited against all persons seeking benefits from the Alamo Colleges, including all employees, students, applicants for enrollment or employment, or others who might receive the benefits of Alamo Colleges’ activities. Sexual harassment constitutes any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment.

The disciplinary action taken against persons who engage in sexual harassment is subject to appropriate procedural and due process requirements. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding and to be informed of the institution’s final decision including sanctions of any institutional disciplinary proceeding.

Any person may report an alleged violation of this policy whether or not the person is affected by the conduct or action.

Because the law makes the Alamo Colleges responsible to investigate and if necessary take corrective action as soon as students or employees become aware of an allegation of sexual harassment they shall immediately report the alleged violation to any of the following:

- Associate Vice Chancellor of Employee Services or designee
- Employee’s supervisor or an Alamo Colleges’ administrator
- College official
- Ethics and Compliance Officer
- Toll-free telephone number (866) 294-3696
- Ethics Hotline online
- Strategies of Behavioral Intervention (SOBI) Behavioral Incident Reporting online

To file online please review complete information about the Ethics Hotline online. This page
provides a link to Questions and Answers and a link to How to File a Report (English and Spanish options available). Please review this information before filing the complaint at the official online reporting site www.ethicspoint.com.

Specific Alamo Colleges’ policies and procedures on harassment of students and employees at the Alamo Colleges are specified online at:

- Employee Standards of Conduct: Harassment
  - Policy (appendix 26)
  - Procedure (appendix 27)

- Student Standards of Conduct: Harassment
  - Policy (appendix 28)
  - Procedure (appendix 29)

**Smoking Policy / Tobacco-Free Campuses**

All of the Alamo Colleges are designated smoke-free (appendix 30). Smoking, including vapor and e-cigarettes, 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 the Alamo Colleges and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Colleges, including parking lots and any other property owned by the Alamo Colleges. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action.

The Alamo Colleges offer education, counseling, and training to students, faculty, and staff on the harmful effects of smoking and smoke inhalation and provide information about smoking cessation.
Graduation

The Alamo Colleges confer (post on official transcript) degrees and certificates three (3) times a year: at the end of Fall, Spring, and Summer semesters. The Alamo Colleges offer 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

(AAS degrees and technical certificates are not currently offered by Northeast Lakeview College.)

Graduation Application

To be awarded a degree or certificate, students should request preparation of a degree audit and file an Apply to Graduate 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 the Alamo Colleges. All candidates should list the catalog edition under which graduation is requested when completing the Apply to Graduate Form online through the student’s ACES account. 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 the Alamo Colleges (excluding developmental-level coursework) as well as courses successfully completed at all other colleges and universities that apply to the student’s degree or certificate program at the Alamo Colleges.
  - Submit official transcripts of all coursework attempted at other colleges and universities.
  - Earn a grade of “C” or better in all technical courses directly relating to the technical program, i.e. Associate of Applied Science Degree or Certificate programs.
  - Earn at least 25% of degree hours required for graduation in residency at the college of the Alamo Colleges granting the degree or certificate.
  - Fulfill all Texas Success Initiative (TSI) requirements.
  - Be in Good Academic Standing at the end of the term the student is receiving the award

A student may earn a total of one AA and/or one AS from each of the Alamo Colleges. In order to earn one AA and one AS in one of the Alamo Colleges, the student must earn an additional 15 hours of transfer coursework that was not part of the initial degree.
Catalog Requirements

Degree and core curriculum requirements must be completed within five (5) academic years from the date of the Alamo Colleges’ catalog chosen.

Students may choose the catalog in effect the date of first enrollment in the Alamo Colleges. A student may choose a subsequent catalog under which to complete graduation requirements, provided the student has earned credit hours during a semester in which the selected catalog was in effect. Those students majoring in or choosing to change their major to a Workforce Education Program (Associate of Applied Science or Certificate) will be strongly encouraged by campus advisors to elect the most recent catalog and program plan. The unique skills associated with workforce programs are dynamic in nature; therefore, the course objectives are constantly revised to teach the most current technologies and skills required by workforce. Selecting the most recent catalog for a workforce program does not preclude the transfer of general education courses previously completed to the new program plan.

Students may file a petition to Enrollment Services/Admissions and Records office for an extension of the five (5) year rule. Veterans must notify the Veterans Administration Office for changes in their catalog and degree plan.

Students should refer to their degree plan in ACES through Alamo GPS to view and monitor their progress toward degree or certificate completion. Please note that not all transfer coursework may be reflected in Alamo GPS. If all transfer coursework is not reflected, please see the Enrollment Services/Admissions and Records office.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Apply to Graduate Form online through the students’ ACES accounts during the semester for which they plan to graduate. 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 Apply to Graduate 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 provided no more than two (2) courses (up to 8 credit hours) are required to complete program requirements. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Colleges.
Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (AAS) 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 the college of the Alamo Colleges awarding the degree or certificate 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 (AAS) Degree or Certificate in a technical program published in the catalogs (or their addenda) of the college awarding the degree.
- The graduate/completer must have completed the (AAS) Degree or Certificate with a majority (75%) of the credits being earned at the college awarding the degree within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours MUST be completed at the college awarding the degree and must include the capstone course for the respective degree. For information on the capstone course, contact the respective chairperson or program coordinator.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by the Alamo Colleges’ president or designee.
- 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 by the college awarding the degree or certificate as the 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 the college awarding the degree 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 the Alamo Colleges and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.
- The program can be initiated through a written contract with the Office of the College President.

AA, AS, AAT Transferability

The intent of the AA, AS, and AAT degree is that the 60 semester hours will transfer toward a baccalaureate degree. The Alamo Colleges and senior colleges and universities work closely to ensure a smooth transition from the Alamo Colleges to senior colleges’ baccalaureate degree programs.
Students may select a pre-major for their further study at a university. The pre-major designation provides students with the greatest flexibility to customize their course schedule and program to meet both their academic interest areas and the specific requirements of their intended transfer institution.

During their enrollment at the Alamo Colleges, students are advised to fulfill the lower-division requirements for a college or university program into which they plan to transfer. Students wishing to transfer into a baccalaureate or professional degree program are encouraged to meet with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer and consult with an Alamo Colleges’ counselor/advisor to review elective credits that align with their desired university’s requirements to ensure full course transfer.

The Alamo Colleges have established Articulation Agreements with a number of senior colleges and universities, including many universities in San Antonio. These agreements describe partnerships to facilitate the transfer process and may include:

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

The agreements allow students to identify which courses may be taken at the Alamo Colleges 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 see their advisor or visit their college’s transfer center 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. Information about scholarship resources is also available. University admissions representatives and transfer advisors from select institutions may be scheduled each semester to advise prospective transfer students at each of the Alamo Colleges.

Reverse Transfer Degree

Students who transfer from the Alamo Colleges to a Texas public college or university prior to graduation have an opportunity to complete requirements to earn an associate degree awarded by an Alamo Colleges college. This process recognizes students’ accomplishments and awards the important credential deserved. For students who transfer to most Texas universities, this is an automated system.

Student Eligibility Criteria

Texas requires public institutions to participate in reverse transfer according to specific guidelines set forth in Tex. Educ. Code Section 61.833 (Credit Transfer for Associate Degree).
Student must:
  • transfer from a Texas public college, state college, or technical institute.
  • accumulate 25% of the Associate degree (usually 15 credit college-level credit hours) at the Alamo Colleges college awarding the degree.
  • complete the Alamo Colleges degree requirements at the transfer institution.
  • earn a cumulative total of at least 66 credit hours for work successfully completed.
  • Prior to the fall 2013 semester, eligible students had to earn a cumulative total of at least 90 credit hours.

Following student consent on the ApplyTexas Admission Application or through another process, university partners send a list of potentially eligible students and transcripts to the Alamo Colleges each term. Transcripts are evaluated and associate degrees are awarded to eligible students. Students will be notified via the last known email address that the degree has been awarded.

Students may also request a reverse transfer degree audit at any time by submitting a university transcript and visiting the college’s Enrollment Services/Admissions and Records office.

**Automatic Award of Degrees and Certificates**

The Alamo Colleges encourage students to complete a degree audit and apply for graduation prior to the term in which they intend to graduate. However, each Alamo College may confer an award to current and former students who have met graduation requirements. Students may choose to opt out of the automatic award of the degree or certificate by notifying the college prior to the award.

This provision applies to certificates, reverse transfers, associate degrees and associates of applied sciences degree, advanced technical certificates and enhanced skills certificates. In addition to the course requirements outlined in the respective program plans, students must meet other graduation and residency requirements specified in the catalog in effect at the time of the catalog year selected. Students may submit an appeal to have the five (5) year rule waived, but students must be or were enrolled in the year of the selected catalog.
Department Information

**Academic Success**

Business, Communication, Humanities, and Psychology

English & Education

Fine & Performing Arts

Natural Sciences & Kinesiology

Mathematics & Computer Science

Social Sciences

**Student Success**

Student Development
Degree Information

The Alamo Colleges confer Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science degrees. Several levels of certificates are also available. For any degree or certificate awarded, a student must earn at least 25% of the college-level credit hours required for graduation through instruction by the college of the Alamo Colleges granting the award. The degree must be awarded by the college that offers the program.

Transfer Programs - Associate of Arts, Associate of Science, Associate of Arts in Teaching Degrees

The Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees are specifically designed for transfer as the equivalent of the first half of the Baccalaureate Degree requirements of most public colleges and universities. The Alamo Colleges offer a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. Although each four-year school is different, students ensure the transferability of their courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at the Alamo Colleges, students will be reassured that the transfer process is a positive experience.

Students pursuing an AA or AS are encouraged to work closely with their advisor in the selection of their courses. Choosing a transfer institution before earning 30 hours of credit will do much to ensure that the courses taken at the Alamo Colleges will also apply to a baccalaureate program. There are articulation agreements for specific programs of study in place at the colleges that ensure transferability of undergraduate courses. Students may also choose to work with advisors to earn 60-hours required at a selected institution toward a specific degree and earn an AA or AS transfer degree. For students pursuing an AA or AS, it is strongly recommended that a specific transfer institution is chosen and courses are selected with that institution in mind, even if the baccalaureate program is not an immediate goal.

The Associate of Arts in Teaching (AAT) is for individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or other professional in education. Students are advised to continue toward their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. The AAT degree is THECB-approved and is fully transferrable to all Texas public universities that offer applicable Baccalaureate Degrees leading to initial Texas teacher certification. Students should consult with an advisor and with the university to which they plan to transfer for additional information regarding specific content area concentrations.

Texas law authorizes the curricula in Field of Study areas that will transfer and count toward specific majors at all Texas public institutions when requirements are successfully completed. In all cases, to ensure ease of transfer, students are strongly encouraged to check with the university they plan to attend.
Core Curriculum for AA/AS/AAT Degrees

The core curriculum required for the transfer degrees represents a common experience in academic foundations and provides a basis for transferability within the Alamo Colleges and among regionally accredited public Texas colleges and universities. Texas law mandates that the completed core at one institution will transfer and take the place of the core at the receiving institution. Therefore, it is advantageous for students to complete the core at the Alamo Colleges since the core will transfer as a block of credit. A student may not be required to take additional core curriculum courses. In addition, the core is a substantial portion of the requirements for an associate degree, and with only 18 additional semester credit hours (approximately six courses), students will have completed an associate degree.

Students who transfer from the Alamo Colleges to another college or university without completing the Alamo Colleges core curriculum receive academic credit for the receiving institution’s core curriculum for each of the courses they have successfully completed in the Alamo Colleges foundational component areas. Once they have received credit for these courses, students may be required to satisfy the remaining core curriculum course requirements of the receiving institution.

The Texas Core Curriculum, implemented in Fall 2014, includes nine Foundational Component Areas: Communication; Mathematics; Life and Physical Sciences; Language, Philosophy and Culture; Creative Arts; American History; Government/Political Science; Social and Behavioral Sciences; and the Component Area Option. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. Alamo Colleges has identified a set of courses within each component area, and each course is assigned a foundational component area number that is used by all Texas public institutions of higher education to assist in determining that the core has been met.

The Alamo Colleges include in the core curriculum courses the core objectives as outlined by the Texas Higher Education Coordinating Board:

- Critical Thinking Skills - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility - ability to connect choices, actions and consequences to ethical decision-making

Additionally, the Alamo Colleges has identified Leadership as a core objective.

The core curriculum specifics are provided in the catalog for the student’s use in selecting the courses that align with any receiving institution’s requirements. Students should note their transfer university’s freshman and sophomore requirements, as core curriculum
courses required in specific majors/pre-majors may satisfy both core curriculum and major requirements at the University.

**AA and AS Transfer Degrees**

The Alamo Colleges’ intent is to ensure each student’s courses count toward the baccalaureate degree sought at the selected transfer university. Students should work with an advisor and discipline lead to identify the specific courses required at the 4-year institution. Articulation agreements, Transfer Agreements, and 2+2 Agreements may be in place that specify the courses required for the first two years of a baccalaureate major. Sixty hours of college-level coursework are required for an associate degree. If students complete the entire first two (2) years of any such program with a minimum of 60 applicable degree hours, they will have satisfied the requirements for an associate degree. These hours of credit must include fifteen (15) hours in core curriculum areas as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including at least one (1) course each in the following required areas of the Texas Core Curriculum: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. The hours must also include the courses required by the Texas Higher Education Act as set forth in Subchapter F, section 51.301 and 51.302 (six [6] semester hours in U.S./Texas government and six [6] semester hours in U.S./Texas history). Students should work closely with an advisor to obtain information about existing agreements and specific transfer plan information.

**Associate of Applied Science Degree**

The Associate of Applied Science (AAS) Degrees and Certificates are designed for the purposes of job or career entry, career development and change, industry/business start-up development, and technical services to industry. Through a sequential delivery of program courses, students develop the necessary technical and professional workplace skills in preparation for entry-level positions. Each AAS or Certificate program provides the required skills for a specific career. For certain AAS programs, the Alamo Colleges may have established articulation and transfer agreements with specific universities. Contact an advisor for specific transfer information. Some courses identified in each program may be offered for continuing education units. Your advisor can provide additional information about continuing education units and how they might play a role in your educational goals. **AAS degrees are not currently offered by Northeast Lakeview College.**

Courses taken ten (10) or more years prior to a student’s last enrollment at the Alamo Colleges 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 approved by the program lead, the Vice President for Academic Success (VPAS).
Core Curriculum for AAS Degrees

Each AAS degree must have a minimum of 15 semester hours of general education courses. The 15 hours of general education courses must be selected from the following areas and must include at least 1 course in each area: Humanities/Fine Arts (Language, Philosophy & Culture, Creative Arts, etc.); Social/Behavioral Sciences (Government/Political Science, History, etc.); and Mathematics/Life and Physical Sciences (Biology, Chemistry, Physics, college-level Mathematics, etc.). The degree requirements may specify the courses required or the student may have the choice of any course listed in the core curriculum section of the catalog.

Certificates

Certificates are part of the Alamo Colleges’ career and technical offerings. The certificate programs require fewer semester hours than an AAS and most can be applied toward an AAS degree. Some certificate programs do not require students to meet Texas Success Initiative (TSI) requirements. If enrolling in a certificate program for which the TSI requirements are waived, students may not enroll in any courses other than those required for completing the certificate program requirements. Attempting additional coursework will require students to meet TSI testing and/or remediation requirements. Prior to enrolling, students are encouraged to check with their advisor or with respective departments regarding the TSI requirements of each certificate. Technical certificates are not currently offered by Northeast Lakeview College.

The types of certificates available are:

- **Marketable Skills Achievement Award**: 9 to 14 semester hours. Courses that may lead to immediate employment or add to the student’s marketability
- **Level I Certificate**: 15 to 42 semester hours (TSI-waived)
- **Level II Certificate**: 30 to 51 semester hours (subject to TSI requirements)

All certificates require students to:

- Complete the required number of hours of prescribed course work
- Complete a capstone course within the prescribed course work
- Complete at least 25% of the required semester hours at the college awarding the Level I/II Certificate, or 50% of the required semester hours at the college awarding the Marketable Skills Achievement Award.

For information on the capstone course, contact the respective chairperson or program coordinator.
NLC Outcomes and Competencies

Student Learning Assessment at NLC

Program and Student Learning Outcomes Assessment Committee

Mission Statement

Northeast Lakeview College is a public community college within the system of Alamo Colleges, established in partnership with its communities, that is focused on student success through the offering of Associate degrees and continuing education, promoting engagement in civic activities and organizations, and encouraging participation in cultural and enrichment programs.

Northeast Lakeview Core Objectives - General Education Competencies

- Critical Thinking Skills: including creative thinking, innovation, inquiry, as well as analysis, evaluation and synthesis of information.
- Communication Skills: including effective development, interpretation and expression of ideas through written, oral and visual communication.
- Empirical and Quantitative Skills: including the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.
- Teamwork: including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Personal Responsibility: including the ability to connect choices, actions and consequences to ethical decision making.
- Social Responsibility: including intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

AA PROGRAM OUTCOMES

Upon completing the Associates of Arts degree requirements at Northeast Lakeview College, students will demonstrate:

- creative thinking, innovation, inquiry, as well as analysis, evaluation and synthesis of information.
- effective development, interpretation and expression of ideas through written, oral and visual communication.
- the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.
- the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- the ability to connect choices, actions and consequences to ethical decision making.
- intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
AS PROGRAM OUTCOMES

Upon completing the Associates of Science degree requirements at Northeast Lakeview College, students will demonstrate:

- creative thinking, innovation, inquiry, as well as analysis, evaluation and synthesis of information.
- effective development, interpretation and expression of ideas through written, oral and visual communication.
- the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.
- the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- the ability to utilize current technology to collect and analyze empirical, quantitative, and qualitative data to promote understanding of scientific and mathematical concepts.
- the ability to apply and effectively communicate scientific knowledge and its relationship to real-world applications.

AAT PROGRAM OUTCOMES

Upon completing the Associates of Arts in Teaching degree requirements at Northeast Lakeview College, students will demonstrate:

- creative thinking, innovation, inquiry, as well as analysis, evaluation and synthesis of information.
- effective development, interpretation and expression of ideas through written, oral and visual communication.
- the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.
- the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- an understanding of ethical, legal, philosophical and historical perspectives in a diverse learning environment.
- the ability to apply educational concepts and research to instructional planning.
Core Curriculum Selection List

42 Credit Hours
A course may be used only once to fulfill core curriculum requirements. Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Communication (10) Core

2 courses (6 credit hours)
  • ENGL 1301 - Composition I
  • ENGL 1302 - Composition II

Mathematics (20) Core

1 course (3 credit hours)
  • MATH 1314 - College Algebra
  • MATH 1324 - Mathematics for Business & Social Sciences
  • MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)
  • MATH 1414 - College Algebra (Precal Track)
  • MATH 1442 - Elementary Statistical Methods
  • MATH 2412 - Precalculus
  • MATH 2413 - Calculus I

Note:
Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Life and Physical Sciences (30) Core

2 courses (6 credit hours)
  • ANTH 2301 - Physical Anthropology
  • BIOL 1308 - Biology for Non-Science Majors I (Lecture)
  • BIOL 1309 - Biology for Non-Science Majors II (Lecture)
  • BIOL 1322 - Nutrition & Diet Therapy
  • BIOL 1323 - Consumer Nutrition (for Non-science Majors)
  • BIOL 1406 - Biology for Science Majors I
  • BIOL 1407 - Biology for Science Majors II
  • BIOL 1408 - Biology for Non-Science Majors I
  • BIOL 1409 - Biology for Non-Science Majors II
  • BIOL 2306 - Environmental Biology (Lecture)
  • BIOL 2401 - Human Anatomy and Physiology I
  • BIOL 2402 - Human Anatomy and Physiology II
  • BIOL 2406 - Environmental Biology (Lecture & Lab)
  • BIOL 2420 - Microbiology for Nursing and Allied Health
  • CHEM 1305 - Introductory Chemistry Lecture I
  • CHEM 1405 - Introductory Chemistry I
  • CHEM 1407 - Introductory Chemistry II
• CHEM 1411 - General Chemistry I
• CHEM 1412 - General Chemistry II
• GEOG 1301 - Physical Geography
• GEOL 1301 - Earth Sciences Lecture I
• GEOL 1304 - Historical Geology Lecture
• GEOL 1403 - Physical Geology
• GEOL 1404 - Historical Geology
• PHYS 1401 - General Physics I

Note:
Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Language, Philosophy & Culture (40) Core

1 course (3 credit hours)

• ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
• ENGL 2323 - British Literature II: Romanticism to the Present
• ENGL 2327 - American Literature I: Precolonial through the Romantic Period
• ENGL 2328 - American Literature II: Realism to the Present
• ENGL 2332 - World Literature I: Antiquity through the Renaissance
• ENGL 2333 - World Literature II: Neoclassical to the Present
• ENGL 2341 - Forms of Literature
• FREN 2311 - Intermediate French I
• FREN 2312 - Intermediate French II
• HIST 2321 - World Civilizations I
• HIST 2322 - World Civilizations II
• HUMA 1301 - Introduction to the Humanities I
• HUMA 1302 - Introduction to the Humanities II
• PHIL 1301 - Introduction to Philosophy
• PHIL 1304 - Introduction to World Religions
• PHIL 2303 - Introduction to Logic
• PHIL 2306 - Introduction to Ethics
• SPAN 2311 - Intermediate Spanish I
• SPAN 2312 - Intermediate Spanish II

Note:
Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Creative Arts (50) Core

1 course (3 credit hours)

• ARTS 1301 - Art Appreciation
• ARTS 1303 - Art History Survey (Pre 1300)
• ARTS 1304 - Art History Survey (Post 1300)
• DRAM 1310 - Introduction to Theatre - Theatre Appreciation
• MUSI 1306 - Music Appreciation
• MUSI 1310 - American Music

Note:
Additional courses that satisfy core requirements may be offered at other Alamo Colleges.
American History (60) Core

2 courses (6 credit hours)

- HIST 1301 - United States History I
- HIST 1302 - United States History II

or

- HIST 2327 - Mexican-American History I
- HIST 2328 - Mexican-American History II

or

- HIST 1301 - United States History I
- HIST 2328 - Mexican-American History II

or

- HIST 2327 - Mexican-American History I
- HIST 1302 - United States History II

or

- HIST 2301 - Texas History
  and one from the following list:
  - HIST 1301 - United States History I
  - HIST 1302 - United States History II
  - HIST 2327 - Mexican-American History I
  - HIST 2328 - Mexican-American History II

Note: Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Government/Political Science (70) Core

2 courses (6 credit hours)

- GOVT 2305 - Federal Government
- GOVT 2306 - Texas Government

Note: Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Social and Behavioral Sciences (80) Core

1 course (3 credit hours)

- ANTH 2302 - Archaeology
- ANTH 2351 - Cultural Anthropology
- COMM 1307 - Introduction to Mass Communication
- CRIJ 1301 - Introduction to Criminal Justice
• ECON 1301 - Introduction to Economics
• ECON 2301 - Principles of Macroeconomics
• ECON 2302 - Principles of Microeconomics
• GEOG 1302 - Human Geography
• GEOG 1303 - World Regional Geography
• GOVT 2304 - Introduction to Political Science
• PSYC 2301 - General Psychology
• PSYC 2306 - Human Sexuality
• PSYC 2307 - Adolescent Psychology I
• PSYC 2308 - Child Psychology
• PSYC 2315 - Psychology of Adjustment
• PSYC 2319 - Social Psychology
• SOCI 1301 - Introductory Sociology
• SOCI 1306 - Social Problems

Note:
Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Additional Communication (90) Core

1 course (3 credit hours)

• SPCH 1311 - Introduction to Speech Communication
• SPCH 1315 - Public Speaking
• SPCH 1318 - Interpersonal Communication
• SPCH 1321 - Business and Professional Communication

Note:
Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Additional Language, Philosophy and Culture (90) Core

1 course (3 credit hours)

• ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
• ENGL 2323 - British Literature II: Romanticism to the Present
• ENGL 2327 - American Literature I: Precolonial through the Romantic Period
• ENGL 2328 - American Literature II: Realism to the Present
• ENGL 2332 - World Literature I: Antiquity through the Renaissance
• ENGL 2333 - World Literature II: Neoclassical to the Present
• ENGL 2341 - Forms of Literature
• FREN 2311 - Intermediate French I
• FREN 2312 - Intermediate French II
• HIST 2321 - World Civilizations I
• HIST 2322 - World Civilizations II
• HUMA 1301 - Introduction to the Humanities I
• HUMA 1302 - Introduction to the Humanities II
• PHIL 1301 - Introduction to Philosophy
• PHIL 1304 - Introduction to World Religions
• PHIL 2303 - Introduction to Logic
• PHIL 2306 - Introduction to Ethics
• SPAN 2311 - Intermediate Spanish I
• SPAN 2312 - Intermediate Spanish II

Complete listing of the Alamo Colleges Core

2016-2017 Core Curriculum Course List (appendix 31)

Note: Not all courses are offered at all Alamo Colleges
**Associate of Arts in Teaching - EC-6, 4-8, EC-12**

**Special Education FOS**

The AAT Degree Program Texas Teacher Certification: EC-6, 4-8, EC-12 Special Education targets individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or some aspect of child/adolescent development. The AAT is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the college department, the transfer center, or the university to which they plan to transfer for additional information.

**Field of Study Degree Requirements (Total Credit Hours: 60)**

**Communication (10) Core - 2 courses (6 credit hours)**
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

**Mathematics (20) Core - 1 course (3 credit hours)**
Select 1 course from:
- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

**Life and Physical Sciences (30) Core - 2 courses (6 credit hours)**
Select 2 courses from the Life and Physical Sciences (30) Core

**Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)**
Select 1 course from the Language, Philosophy & Culture (40) Core

**Creative Arts (50) Core - 1 course (3 credit hours)**
Select 1 course from the Creative Arts (50) Core

**American History (60) Core - 2 courses (6 credit hours)**
Select 2 courses from the American History (60) Core

**Government/Political Science (70) Core - 2 courses (6 hours)**
Select 2 courses from the Government/Political Science (70) Core

**Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)**
Select 1 course from the Social and Behavioral Sciences (80) Core

**Additional Communication (90) Core - 1 course (3 credit hours)**
Select 1 course from the Additional Communication (90) Core

**Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)**
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

**Additional Requirements (18 credit hours)**
- EDUC 1301 - Introduction to the Teaching Profession
- EDUC 2301 - Special Populations
- MATH 1350 - Fundamentals of Mathematics I for Teachers
- MATH 1351 - Fundamentals of Mathematics II for Teachers
• Science Electives: 6-8 Credit Hours from the Life and Physical Sciences (30) Core
  *(student must meet with an advisor for science course selection)*

**Note:**
A course may be used only once to fulfill degree requirements.

The student is encouraged to carefully examine requirements at the transfer institution. Requirements vary from institution to institution and can change from one year to the next.

Program CIP: NLC - 30.9999
Major Code: NLC - TCII
Associate of Arts in Teaching 7-12 and Other EC-12 FOS

The AAT Degree Program Texas Teacher Certification: 7-12, Other EC-12 targets individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or some aspect of child/adolescent development. The AAT is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the college department, the transfer center, or the university to which they plan to transfer for additional information.

Field of Study Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)
  • ENGL 1301 - Composition I
  • ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
  Select 1 course from:
  • MATH 1314 - College Algebra
  • MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
  Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
  Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
  Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
  Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
  Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
  Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
  Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
  Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)
  • EDUC 1301 - Introduction to the Teaching Profession
  • EDUC 2301 - Special Populations
  • Electives: Content Area Teaching Fields/Academic Disciplines - 12 Credit Hours

Note:
Program CIP:
NLC - 30.9999
Major Codes:

NLC - TCHI

145
Associate of Arts, optional electives in Art

This Associate of Arts degree with optional electives in Art includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

**Total Credit Hours: 60**

**Communication (10) Core - 2 courses (6 credit hours)**
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

**Mathematics (20) Core - 1 course (3 credit hours)**
Select 1 course from the Mathematics (20) Core

**Life and Physical Sciences (30) Core - 2 courses (6 credit hours)**
Select 2 courses from the Life and Physical Sciences (30) Core

**Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)**
Select 1 course from the Language, Philosophy & Culture (40) Core

**Creative Arts (50) Core - 1 course (3 credit hours)**
Select one course from the Creative Arts (50) Core
Arts 1303 or Arts 1304 recommended for Art Majors

**American History (60) Core - 2 courses (6 credit hours)**
Select 2 courses from the American History (60) Core

**Government/Political Science (70) Core - 2 courses (6 hours)**
Select 2 courses from the Government/Political Science (70) Core

**Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)**
Select 1 course from the Social and Behavioral Sciences (80) Core

**Additional Communication (90) Core - 1 course (3 credit hours)**
Select 1 course from the Additional Communication (90) Core

**Optional Elective Courses (18 credit hours)**
- ARTS 1311 - Design I (2-Dimensional)
- ARTS 1312 - Design II (3-Dimensional)
- ARTS 1316 - Drawing I

Select 1 course from:
- ARTS 1303 - Art History Survey (Pre 1300)
- ARTS 1304 - Art History Survey (Post 1300)

Select 2 courses from:
- ARTS 1317 - Drawing II
- ARTS 2341 - Art Metals I
- ARTS 2342 - Art Metals 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)
  # ARTS 2311 Design III
  # ARTS 2323 Drawing III
  # ARTS 2326 Sculpture I
  # ARTS 2327 Sculpture II
  # ARTS 2333 Printmaking I
  # ARTS 2334 Printmaking II

# Offered at other Alamo Colleges
Associate of Arts, optional electives in Business Administration

This Associate of Arts degree with optional electives in Business Administration includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from:
- MATH 1324 - Mathematics for Business & Social Sciences (preferred)
- MATH 1314 - College Algebra (Grade of A is required to meet prerequisite for MATH 1325)
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting
- BCIS 1305 - Business Computer Applications
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- MATH 1325 - Calculus for Business & Social Sciences
Associate of Arts, optional electives in Economics

This Associate of Arts degree with optional electives in Economics includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

**Total Credit Hours: 60**

**Communication (10) Core - 2 courses (6 credit hours)**
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

**Mathematics (20) Core - 1 course (3 credit hours)**
Select 1 course from:
- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)
- MATH 1324 - Mathematics for Business & Social Sciences

**Life and Physical Sciences (30) Core - 2 courses (6 credit hours)**
Select 2 courses from the Life and Physical Sciences (30) Core

**Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)**
Select 1 course from the Language, Philosophy & Culture (40) Core

**Creative Arts (50) Core - 1 course (3 credit hours)**
Select 1 course from the Creative Arts (50) Core

**American History (60) Core - 2 courses (6 credit hours)**
Select 2 courses from the American History (60) Core

**Government/Political Science (70) Core - 2 courses (6 hours)**
Select 2 courses from the Government/Political Science (70) Core

**Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)**
Select 1 course from the Social and Behavioral Sciences (80) Core

**Additional Communication (90) Core - 1 course (3 credit hours)**
- SPCH 1321 - Business and Professional Communication

**Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)**
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

**Optional Elective Courses (18 credit hours)**
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics

Select 4 courses from:
- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting
- BCIS 1305 - Business Computer Applications
- MATH 1325 - Calculus for Business & Social Sciences
• ANTH 2301 - Physical Anthropology
• ANTH 2302 - Archaeology
• ANTH 2351 - Cultural Anthropology
• CRIJ 1301 - Introduction to Criminal Justice
• CRIJ 1306 - Court Systems and Practices
• CRIJ 1307 - Crime in America
• CRIJ 1310 - Fundamentals of Criminal Law
• CRIJ 1313 - Juvenile Justice System
• CRIJ 2301 - Community Resources in Corrections
• CRIJ 2313 - Correctional Systems and Practices
• CRIJ 2314 - Criminal Investigation
• CRIJ 2323 - Legal Aspects of Law Enforcement
• CRIJ 2328 - Police Systems and Practices
• GEOG 1301 - Physical Geography
• GEOG 1302 - Human Geography
• GEOG 1303 - World Regional Geography
  # GEOG 1371 Introduction to Weather
  # GEOG 2389 Academic Cooperative
  # GEOG 2470 Introduction to Geographical Information Systems
• GOVT 2304 - Introduction to Political Science
• HIST 2311 - Western Civilization I
• HIST 2312 - Western Civilization II
• HIST 2321 - World Civilizations I
• HIST 2322 - World Civilizations II
• PSYC 2301 - General Psychology
• PSYC 2306 - Human Sexuality
• PSYC 2308 - Child Psychology
• PSYC 2314 - Lifespan Growth and Development
• PSYC 2315 - Psychology of Adjustment
• PSYC 2316 - Psychology of Personality
• PSYC 2317 - Statistical Methods in Psychology
• PSYC 2319 - Social Psychology
  # PSYC 2302 Applied Psychology
  # PSYC 2389 Academic Cooperative
• SOCI 1301 - Introductory Sociology
• SOCI 1306 - Social Problems
• SOCI 2336 - Criminology
  # SOCI 1370 Sociology of Death and Dying
• ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
• ENGL 2323 - British Literature II: Romanticism to the Present
• ENGL 2327 - American Literature I: Precolonial through the Romantic Period
• ENGL 2328 - American Literature II: Realism to the Present
• ENGL 2332 - World Literature I: Antiquity through the Renaissance
• ENGL 2333 - World Literature II: Neoclassical to the Present

# Offered at other Alamo Colleges
Associate of Arts, optional electives in English

This Associate of Arts degree with optional electives in English includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
Select 6 courses from:
- ENGL 2307 - Creative Writing
- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present
- ENGL 2341 - Forms of Literature
# ENGL 2326 Native American Literature
# ENGL 2342 Introduction to Literature and Literary Criticism
# ENGL 2351 Mexican American Literature
# Offered at other Alamo Colleges
Associate of Arts, optional electives in Kinesiology

This Associate of Arts degree with optional electives in Kinesiology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from the Mathematics (20) Core
Recommend MATH 1314 - College Algebra

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core
Recommend:
- BIOL 1406 Biology for Science Majors I and any other life and physical sciences core course
- OR
- BIOL 2401 Human Anatomy and Physiology I and BIOL 2402 Human Anatomy and Physiology II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core
Optional Elective Courses (16 credit hours)

- KINE 1301 - Foundations of Kinesiology

Select 1 to 4 courses (1 credit hour) from: KINE 1101 - 1185, KINE 2101 - KINE 2185, DANC 1110 - DANC 1152, or DANC 2112 - DANC 2152

Select 3 to 4 courses (3 credit hours each) from the following list:
- KINE 1304 - Personal/Community Health
- KINE 1306 - First Aid
- KINE 1308 - Intramurals and Officiating
- KINE 1321 - Coaching I
- KINE 1338 - Concepts of Physical Fitness
- KINE 1346 - Drug Use & Abuse
- BIOL 1323 - Consumer Nutrition (for Non-science Majors)
Associate of Arts, optional electives in Liberal Arts

This Associate of Arts degree with optional electives in Liberal Arts includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
Select 18 hours of college-level Arts and Science courses, as approved by an advisor.
Associate of Arts, optional electives in Philosophy

This Associate of Arts degree with optional electives in Philosophy includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from:
- SPCH 1321 - Business and Professional Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - Interpersonal Communication
- SPCH 1311 - Introduction to Speech Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
Recommended Courses:
- PHIL 1301 - Introduction to Philosophy
- PHIL 2303 - Introduction to Logic
- PHIL 2316 - History of Classical and Modern Philosophy I
Select 2 courses from Philosophy
Select 1 course from Foreign Language
Associate of Arts, optional electives in Political Science

This Associate of Arts degree with optional electives in Political Science includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
- SPCH 1311 - Introduction to Speech Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
- GOVT 2304 - Introduction to Political Science
Select 5 courses from:
- GEOG 1303 - World Regional Geography
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- HIST 2312 - Western Civilization II
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- Foreign Language XX11 Introductory Language + Lab I
- Foreign Language XX12 Introductory Language + Lab II
- Foreign Language XX11 Intermediate Language I
- Foreign Language XX12 Intermediate Language II
Associate of Arts, optional electives in Psychology

This Associate of Arts degree with optional electives in Psychology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
- PSYC 2301 - General Psychology
- PSYC 2314 - Lifespan Growth and Development
- Directed Elective (3 credit hours) from Social and Behavioral Science (80) Core other than Psychology.

Select 3 courses from:
- PSYC 2306 - Human Sexuality
- PSYC 2307 - Adolescent Psychology I
- PSYC 2308 - Child Psychology
- PSYC 2316 - Psychology of Personality
- PSYC 2317 - Statistical Methods in Psychology
- PSYC 2319 - Social Psychology
- # PSYC 2315 Psychology of Adjustment
- # PSYC 2389 Academic Cooperative

# Offered at other Alamo Colleges
Associate of Arts, optional electives in Spanish

This Associate of Arts degree with optional electives in Spanish includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
  - ENGL 1301 - Composition I
  - ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
  Select 1 course from: Mathematics (20) Core
  Recommend: MATH 1332 - Mathematics for Liberal Arts

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
  Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
  Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
  Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
  Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
  Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
  Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
  Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
  Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
  - SPAN 1411 - Elementary Spanish I
  - SPAN 1412 - Elementary Spanish II
  - SPAN 2311 - Intermediate Spanish I
  - SPAN 2312 - Intermediate Spanish II

  Select 1 courses from the Language, Philosophy & Culture (40) Core

Additional One Credit Hour KINE Course (1 Credit Hour) (See an advisor for assistance in choosing the course that best fits your transfer plan)
Associate of Arts, optional electives in Speech

This Associate of Arts degree with optional electives in Speech includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
  • ENGL 1301 - Composition I
  • ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)
  Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
  Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
  Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
  Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
  Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
  Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
  Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
  Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
  Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (18 credit hours)
  Select 2 courses from:
    • SPCH 1311 - Introduction to Speech Communication
    • SPCH 1318 - Interpersonal Communication
    • SPCH 2333 - Discussion and Small Group Communication

  Select 3 courses from:
    • SPCH 1315 - Public Speaking
    • SPCH 1321 - Business and Professional Communication
    • SPCH 1342 - Voice and Diction
    • SPCH 2335 - Argumentation and Debate
    • SPCH 2341 - Oral Interpretation
Approved Elective
Select 1 course from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - Interpersonal Communication
- SPCH 1321 - Business and Professional Communication
- SPCH 1342 - Voice and Diction
- SPCH 2333 - Discussion and Small Group Communication
- COMM 1307 - Introduction to Mass Communication
- ENGL 2307 - Creative Writing
- ENGL 2311 - Technical Writing
- SPAN 1300 - Beginning Conversational Spanish I
- SPAN 1411 - Elementary Spanish I
- SPAN 1412 - Elementary Spanish II
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II
- FREN 1300 - Beginning Conversational French I
- FREN 1411 - Elementary French I
- FREN 1412 - Elementary French II
- FREN 2311 - Intermediate French I
- FREN 2312 - Intermediate French II
- # COMM 1335 Survey of Radio/Television
- # COMM 2300 Media Literacy
- # SGNL 1301 Beginning American Sign Language I
- # SGNL 1302 American Sign Language II
- # SGNL 2301 Intermediate American Sign Language I
- # SGNL 2302 Intermediate American Sign Language II

# Offered at other Alamo College
Associate of Science, optional electives in Biology

This Associate of Science degree with optional electives in Biology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)
Select 1 course from:
- MATH 2412 - Precalculus
- MATH 2413 - Calculus I
*(MATH 1414 is a REQUIRED prerequisite for both MATH 2412 and CHEM 1411)

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)
- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 credit hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from:
- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (15 credit hours)
- CHEM 1411 - General Chemistry I
- CHEM 1412 - General Chemistry II
Select 2 courses from:
- BIOL 2306 - Environmental Biology (Lecture)
- BIOL 2416 - Genetics
- BIOL 2421 - Microbiology for Science Majors

# CHEM 2323 Organic Chemistry Lecture I and 2123 Organic Chemistry Laboratory I
# CHEM 2325 Organic Chemistry Lecture II and 2125 Organic Chemistry Laboratory II
# PHYS 1401 General Physics or PHYS 1301 and PHYS 1101 General Physics I
Lecture / General Physics Lab

# Offered at other Alamo Colleges
Associate of Science, optional electives in Computer Science

This Associate of Science degree with optional electives in Computer Science includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (17 credit hours)
- COSC 1336 - Programming Fundamentals I
- COSC 1337 - Programming Fundamentals II
- COSC 1437 - Programming Fundamentals II
- COSC 2325 - Computer Organization
- COSC 2436 - Programming Fundamentals III
- MATH 2412 - Precalculus
Associate of Science, optional electives in Geology

This Associate of Science degree with optional electives in Geology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)
Select 1 course from:
- MATH 1414 - College Algebra (Precal Track)
- MATH 2412 - Precalculus
- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)
- CHEM 1411 - General Chemistry I
- CHEM 1412 - General Chemistry II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (15 credit hours)
- GEOL 1403 - Physical Geology
- GEOL 1304 - Historical Geology Lecture (Please note credit cannot be earned for both GEOL 1301 and GEOL 1404 is recommended for students that intened to transfer.)
  Or
- GEOL 1404 - Historical Geology
# PHYS 1301 General Physics I Lecture
# PHYS 1101 General Physics I Lab
Or
# PHYS 1401 General Physics I
# Offered at other Alamo Colleges

**Recommended Additional Courses:**
- PHYS 1302/ PHYS 1102 General Physics Lecture and Lab (Also listed as PHYS 1402 General Physics)

Select 1 course from:
- MATH 2412 - Precalculus
- MATH 2413 - Calculus I
- MATH 2414 - Calculus II
Associate of Science, optional electives in Mathematics

This Associate of Science degree with optional electives in Mathematics includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)
- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)
Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)
Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)
Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)
Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)
Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)
Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)
Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Elective Courses (17 credit hours)
- MATH 2414 - Calculus II
- MATH 2415 - Calculus III
- MATH 2318 - Linear Algebra

Select 6 credit hours from:
- MATH 2320 - Differential Equations
- COSC 1315 - Introduction to Computer Programming
Or
- COSC 1336 - Programming Fundamentals I
- MATH 1414 - College Algebra (Precal Track)
- MATH 2412 - Precalculus
- MATH 1442 - Elementary Statistical Methods

# Offered at other Alamo Colleges
Business FOS

Field of Study Required Courses (Total Credit Hours: 21)

The Business Field of Study Curriculum is for students who are seeking a Bachelor of Business Administration (BBA), a Bachelor of Arts (BA), or a Bachelor of Science (BS) degree with a major in business, including all business specializations.

Students who continue their studies at a four-year college or university will select a major, and possibly a minor. Common areas of study include Accounting, Finance, General Business, Human Resources, Information Systems, Management, Marketing, as well as other business-related studies.

- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- MATH 1325 - Calculus for Business & Social Sciences (click for prerequisite) (appendix 32)
- BCIS 1305 - Business Computer Applications
- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting

Select 1 of the following:
- SPCH 1321 - Business and Professional Communication (Preferred)
- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
Speech Communication FOS

Today’s careers require the ability to communicate clearly, both verbally and in writing, and to understand how communication works within organizations and small groups and between individuals. Our diverse, rapidly-changing society rewards those who communicate persuasively and effectively with consumers, clients, and others across cultural boundaries. The Field of Study in Speech Communication prepares students for transfer to a Bachelor of Arts while improving one’s marketability in all careers.

Field of Study Required Courses (Total Credit Hours: 15)

Select 2 courses from:

• SPCH 1311 - Introduction to Speech Communication
• SPCH 1318 - Interpersonal Communication
• SPCH 2333 - Discussion and Small Group Communication

Select 3 courses from:

• SPCH 1315 - Public Speaking
• SPCH 1321 - Business and Professional Communication
• SPCH 1342 - Voice and Diction
• SPCH 2335 - Argumentation and Debate
• SPCH 2341 - Oral Interpretation

Note:

CIP Code: 09.0101
Major Code: SPCH
Course Descriptions

The numbers in parentheses listed following the course description, **Semester Hours:** (3 - 3 - 0), are explained below:

- The first digit is the number of semester credit hours for the course.
- The second digit is the number of lecture hours per week in a regular 16 week semester.
- The third digit is the number of laboratory/clinical/internship/practicum hours per week in a regular 16 week semester.

Hours met per week are based on semester-length classes; courses of shorter semesters during such as flex classes, will meet for more hours per week for equivalency.

**ACCT 2301 - Principles of Financial Accounting**
**Prerequisites:** Meet TSI college-readiness standard for Mathematics; or equivalent.
**Corequisites:** Recommended: MATH 1324
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0320

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders’ equity to communicate the business entity’s results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners’ equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).
**Semester Hours:** (3-3-0)
**CIP:** 52.0301.51 04

**ACCT 2302 - Principles of Managerial Accounting**
**Prerequisites:** ACCT 2301

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity’s accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
**Semester Hours:** (3-3-0)
**CIP:** 52.0301.51 04
ANTH 2301 - Physical Anthropology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0310

Students will study humanity from a biological perspective. The course will examine the following topics: the human skeleton and forensic methods, human genetics, a survey of world primates, and the fossil evidence of human evolution.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)
CIP: 45.0301.51 25

ANTH 2302 - Archaeology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Introduction to methods, theories, and techniques used by archaeologists to reconstruct prehistoric and historic cultures. It will examine case studies from various archaeological sites around the world. Activities may include hands-on instruction on excavation techniques, various artifact analyses, mapping procedures, and field trips to local archaeological sites. This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 45.0301.51 25

ANTH 2346 - General Anthropology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields of anthropology: physical anthropology, cultural anthropology, archaeology, and linguistics.

Semester Hours: (3-3-0)
CIP: 45.0201.51 25

ANTH 2351 - Cultural Anthropology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Key concepts, methods and theory in the study of cultural diversity, social institutions,
linguistics, and culture change among world peoples.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 45.0201.53 25

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**ARTS 1301 - Art Appreciation**

**Integrated Reading & Writing Basic Skills Prerequisite:** Ready for INRW 0420

Presents an introduction to the exploration of purposes and processes in the visual arts including evaluation of selected works.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 50.0703.51 26

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**ARTS 1303 - Art History Survey (Pre 1300)**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Examination of painting, sculpture, architecture, and other arts from prehistoric to 14th century.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 50.0703.52 26

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**ARTS 1304 - Art History Survey (Post 1300)**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Examination of painting, sculpture, architecture, and other arts from Renaissance to present time.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 50.0703.52 26
ARTS 1311 - Design I (2-Dimensional)

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Elements and principles of art using two-dimensional concepts.

**Semester Hours:** (3-3-3)

**CIP:** 50.0401.53 26

ARTS 1312 - Design II (3-Dimensional)

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Elements and principles of art using three-dimensional concepts.

**Semester Hours:** (3-3-3)

**CIP:** 50.0401.53 26

ARTS 1316 - Drawing I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Investigation of drawing media and techniques including descriptive and expressive possibilities.

**Semester Hours:** (3-3-3)

**CIP:** 50.0705.52 26

ARTS 1317 - Drawing II

**Prerequisites:** ARTS 1316

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Investigation of drawing media and techniques including descriptive and expressive possibilities.

**Semester Hours:** (3-3-3)

**CIP:** 50.0705.52 26

ARTS 2316 - Painting I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of ideas using painting media and techniques.

**Semester Hours:** (3-2-4)

**CIP:** 50.0708.52 26
ARTS 2317 - Painting II

Prerequisites: ARTS 2316
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continued exploration of ideas using painting media and techniques.
Semester Hours: (3-2-4)
CIP: 50.0708.52 26

ARTS 2341 - Art Metals I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of ideas using basic techniques in jewelry and metal construction.
Semester Hours: (3-2-4)
CIP: 50.0713.51 26

ARTS 2342 - Art Metals II

Prerequisites: ARTS 2341
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continued exploration of ideas using basic techniques in jewelry and metal construction.
Semester Hours: (3-2-4)
CIP: 50.0713.51 26

ARTS 2346 - Ceramics I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of ideas using basic ceramic processes.
Semester Hours: (3-2-4)
CIP: 50.0711.51 26

ARTS 2347 - Ceramics II

Prerequisites: ARTS 2346
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continued exploration of ideas using basic ceramic processes.
Semester Hours: (3-2-4)
CIP: 50.0711.51 26
ARTS 2348 - Digital Art I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
Semester Hours: (3-2-4)
CIP: 50.0402.52 26

ARTS 2349 - Digital Art II

Prerequisites: ARTS 2348
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Studio art courses that continue to explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
Semester Hours: (3-2-4)
CIP: 50.0402.52 26

ARTS 2356 - Photography I (fine arts emphasis)

Cross-Listed With: COMM 1318
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with journalism emphasis, as COMM 1318)
Semester Hours: (3-2-4)
CIP: 50.0605.51 26

ARTS 2357 - Photography II (fine arts emphasis)

Cross-Listed With: COMM 1319
Prerequisites: ARTS 2356 or equivalent
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Extends students’ knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.
Semester Hours: (3-2-4)
CIP: 50.0605.52 26

BCIS 1305 - Business Computer Applications

Computer terminology, hardware, software, operating systems, and information systems
relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**Semester Hours:** (3-3-0)

**CIP:** 11.0202.54.04

**BIOL 1108 - Biology for Non-Science Majors Laboratory I (lab)**

**Prerequisites:** BIOL 1308 or concurrent enrollment

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

**Semester Hours:** (1-0-3)

**CIP:** 26.0101.51 03

**BIOL 1109 - Biology for Non-Science Majors Laboratory II (lab)**

**Prerequisites:** BIOL 1108; BIOL 1309 or concurrent enrollment

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

**Semester Hours:** (1-0-3)

**CIP:** 26.0101.51 03

**BIOL 1308 - Biology for Non-Science Majors I (Lecture)**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

This course includes a study of fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of physiology, genetics, ecology, and the scientific method are also included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (3-3-0)

**CIP:** 26.0101.51 03
BIOL 1309 - Biology for Non-Science Majors II (Lecture)

**Prerequisites:** BIOL 1308 with a grade of “C” or better.
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, ecology, and the scientific method are included. Note: This course has no laboratory portion associated with it. This course is designed for students who do not intend to major in science or education.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (3-3-0)
**CIP:** 26.0101.51 03

BIOL 1322 - Nutrition & Diet Therapy

**Prerequisites:** CHEM 1405 or (CHEM 1305 and CHEM 1105) or higher, all with a grade of C or better.
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0310

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (3-3-0)
**CIP:** 19.0501.51 09

BIOL 1323 - Consumer Nutrition (for Non-science Majors)

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0305

This course is a survey course for non-science majors. Topics of current interest including weight control, food labeling, diet in relation to health and physical fitness, and age- and health related nutritional needs are studied.

This course fulfills the Life and Physical Sciences foundational component area of the core.
and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (3-3-0)

**CIP:** 19.0501.51 09

**BIOL 1406 - Biology for Science Majors I**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0310

This course is suitable for science majors and those students intending to pursue careers in health and allied fields. Topics include the nature, history and philosophy of science, basic chemistry, cell structure and function, genetics, evolution and classification of living organisms.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 26.0101.51 03

**BIOL 1407 - Biology for Science Majors II**

**Prerequisites:** BIOL 1406 with a grade of “C” or better.
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0310

Topics include the anatomy and physiology of plants and animals as well as principles of ecology.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 26.0101.51 03

**BIOL 1408 - Biology for Non-Science Majors I**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

This course fulfills the Life and Physical Sciences foundational component area of the core.
and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 26.0101.51 03

**BIOL 1409 - Biology for Non-Science Majors II**

**Prerequisites:** BIOL 1408 with a grade of “C” or better.

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 26.0101.51 03

**BIOL 2306 - Environmental Biology (Lecture)**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

This course is a study of human interrelationships and their interdependence with the environment. Studies will include the impact of human activities on the environment and their effect on natural and human resources. This course includes an evaluation of present and future strategies to preserve a healthy environment.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (3-3-0)

**CIP:** 03.0103.51 01

**BIOL 2401 - Human Anatomy and Physiology I**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0310

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in
BIOL 2402 - Human Anatomy and Physiology II

**Prerequisites:** BIOL 2401 with a grade of “C” or better.

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0310

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 26.0707.51 03

BIOL 2406 - Environmental Biology (Lecture & Lab)

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

This course includes a study of basic environmental relationships between human, plant and animal communities including life cycles and identification.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 03.0103.51 01

BIOL 2416 - Genetics

**Prerequisites:** (CHEM 1411 or CHEM 1412 or [CHEM 2223 and CHEM 2323] or [CHEM 2225 and CHEM 2325]) AND (BIOL 1406 or BIOL 1407 or BIOL 1411 or BIOL 1413 or BIOL 2401 or BIOL 2402 or BIOL 2421) all with a grade of «C» or better.

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0320

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

**Semester Hours:** (4-3-4)

**CIP:** 26.0804.51 03

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**BIOL 2420 - Microbiology for Nursing and Allied Health**

**Prerequisites:** (CHEM 1305 and CHEM 1105 ) or (CHEM 1405 or higher) with a grade of C or better.

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0310

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-4)

**CIP:** 26.0503.51 03

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**BIOL 2421 - Microbiology for Science Majors**

**Prerequisites:** Any two: (CHEM 1411 or CHEM 1412 or [CHEM2223 and CHEM 2323 ] or [CHEM 2225 and CHEM 2325 ]); AND any two: (BIOL 1406 or BIOL 1407 or BIOL 1411 or BIOL 1413 or BIOL 2401 or BIOL 2402 or BIOL 2416) all with a grade of «C» or better.

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0320

Study of the morphology, physiology, taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a survey of food microbes, public health, medical microbiology and immunology.

**Semester Hours:** (4-3-4)

**CIP:** 26.0503.51 03
BUSI 1301 - Business Principles

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

Semester Hours: (3-3-0)
CIP: 52.0101.51 04

CHEM 1305 - Introductory Chemistry Lecture I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0310

Introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing. If the student’s degree plan requires a laboratory course, the student should also take CHEM 1105. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)
CIP: 40.0501.51 03

CHEM 1405 - Introductory Chemistry I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0310

Introduction to elementary inorganic chemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes inorganic chemistry.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)
CIP: 40.0501.51 03

CHEM 1407 - Introductory Chemistry II

Prerequisites: CHEM 1405 or CHEM 1305 and CHEM 1105 with a grade of “C” or better.
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0310

Introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that
emphasizes organic chemistry and biochemistry. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)
CIP: 40.0501.51 03

CHEM 1411 - General Chemistry I

Prerequisites: Successful completion of MATH 1314 or MATH 1414 with a grade “C” or better.
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have a good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)
CIP: 40.0501.52 03

CHEM 1412 - General Chemistry II

Prerequisites: Credit for CHEM 1411 or (CHEM 1311 and CHEM 1111) with a grade of «C» or better.
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

This course is a continuation of CHEM 1411 including kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. CHEM 1412 is equivalent to a combination of CHEM 1312 and CHEM 1112. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)
CIP: 40.0501.52 03
CHIN 1411 - Elementary Chinese I

Introduction to the fundamentals of the Chinese language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required.

Semester Hours: (4-4-1)
CIP: 16.0301.51 13

CHIN 1412 - Elementary Chinese II

Prerequisites: CHIN 1411 or departmental approval

Introduction to the fundamentals of the Chinese language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required. This is a continuation of CHIN 1411

Semester Hours: (4-4-1)
CIP: 16.0301.51 13

COMM 1307 - Introduction to Mass Communication

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Survey of basic content and structural elements of mass media and their functions and influences on society.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 09.0102.51 06

COMM 1317 - News Photography II

Prerequisites: COMM 1316

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course focuses on problems and practices of photography for newspapers and news Web sites. It includes instruction on digital camera and related equipment operations with emphasis on specialized topics in photojournalism, such as sports, on location lighting, photo stories and essays, photo illustrations as well as basic visual and audio multimedia production. This class provides training under deadline pressure in a variety of basic news photography situations and requires publication of work in student publications.

Semester Hours: (3-2-3)
CIP: 09.0401.55 06
COMM 1318 - Photography I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Introduction to the basics of photography, including techniques and equipment operation.  
**Semester Hours:** (3-3-1)  
**CIP:** 50.0605.51 26

COMM 1319 - Photography II (second semester, journalism emphasis)

**Prerequisites:** COMM 1318 or equivalent

Extends students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.  
**Semester Hours:** (3-3-1)  
**CIP:** 50.0605.52 26

COMM 2300 - Media Literacy

**Prerequisites:** COMM 1307

Criticism and analysis of the function, role, and responsibility of the mass media in modern society from the consumer perspective. Includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media.  
**Semester Hours:** (3-3-0)  
**CIP:** 09.0102.53 06

COMM 2327 - Introduction to Advertising

**Prerequisites:** COMM 1307 OR MUSB 1305  
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Fundamentals of advertising including marketing theory and strategy, copywriting, design, and selection of media.  
**Semester Hours:** (3-3-0)  
**CIP:** 09.0903.51 06

COMM 2330 - Introduction to Public Relations

**Prerequisites:** COMM 1307

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and
evaluation of PR campaigns.

**Semester Hours:** (3-3-0)

**CIP:** 09.0902.51 06

**COSC 1301 - Introduction to Computing**

**Integrated Reading & Writing Basic Skills Prerequisite:** Ready for INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science.

**Semester Hours:** (3-3-0)

**CIP:** 11.0101.52 07

**COSC 1315 - Introduction to Computer Programming**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0310

Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations.

**Semester Hours:** (3-3-1)

**CIP:** 11.0201.52 07

**COSC 1336 - Programming Fundamentals I**

**Cross-Listed With:** ITSE 1302

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0310

Introduction the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (This course is included in the Field of Study Curriculum for Computer Science.)

**Semester Hours:** (3-3-1)

**CIP:** 11.0201.55 07
COSC 1337 - Programming Fundamentals II

Prerequisites: COSC 1315 or COSC 1336

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.)

COSC 1337 transfers to four-year colleges but may cause students to end up an hour short should they pursue Bachelors in Computer Science. It is strongly recommended that Transfer Student take COSC 1437 for a complete and smooth transfer.

Students cannot receive credit for both COSC 1337 and COSC 1437.

Semester Hours: (3-3-1)
CIP: 11.0201.56 07

COSC 1437 - Programming Fundamentals II

Prerequisites: COSC 1336

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.)

Students cannot receive credit for both COSC 1337 and COSC 1437.

Semester Hours: (4-4-0)
CIP: 11.0201.56 07

COSC 2325 - Computer Organization

Prerequisites: COSC 1336

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (This course is included in the Field of Study Curriculum for Computer Science.)

Semester Hours: (3-3-1)
CIP: 11.0201.54 07

COSC 2436 - Programming Fundamentals III

Cross-Listed With: ITSE 2345
Prerequisites: COSC 1337 / COSC 1437 or ITSE 2357 / ITSE 2457 / ITSE 2457

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures
(including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

**Semester Hours:** (4-4-0)

**CIP:** 11.0201.57 07

**CRIJ 1301 - Introduction to Criminal Justice**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 43.0104.51 24

**CRIJ 1306 - Court Systems and Practices**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

**Semester Hours:** (3-3-0)

**CIP:** 22.0101.54 24

**CRIJ 1307 - Crime in America**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

**Semester Hours:** (3-3-0)

**CIP:** 45.0401.52 25

**CRIJ 1310 - Fundamentals of Criminal Law**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.
CRIJ 1313 - Juvenile Justice System

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. It is recommended that CRIJ 1301 be taken prior to enrolling in this course.

Semester Hours: (3-3-0)
CIP: 22.0101.53 24

CRIJ 2301 - Community Resources in Corrections

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the role of the community in corrections; community programs for adults and juveniles, administration of community programs; legal issues; and future trends in community treatment. It is recommended that CRIJ 1301 be taken prior to enrolling in this course.

Semester Hours: (3-3-0)
CIP: 43.0104.52 24

CRIJ 2313 - Correctional Systems and Practices

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; constitutional issues; and current and future issues.

Semester Hours: (3-3-0)
CIP: 43.0104.53 24

CRIJ 2314 - Criminal Investigation

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. It is recommended that CRIJ 1301 be taken prior to enrolling in this course.

Semester Hours: (3-3-0)
CIP: 43.0104.55 24
CRIJ 2323 - Legal Aspects of Law Enforcement

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. It is recommended that CRIJ 1301 be taken prior to taking this course.

Semester Hours: (3-3-0)
CIP: 43.0104.56 24

CRIJ 2328 - Police Systems and Practices

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Semester Hours: (3-3-0)
CIP: 43.0104.57 24

DANC 1128 - Ballroom I

Cross-Listed With: KINE 1141

Introduction to American social ballroom dancing. Basics in waltz, foxtrot, rumba, cha cha, tango, and swing will be presented. Emphasis is placed on footwork, lead/follow, timing/rhythm, styling and the blending of movements. Same course as KINE 1141.

Semester Hours: (1-0-3)
CIP: 50.0301.52 26

DANC 1141 - Ballet I

Cross-Listed With: KINE 1139

This course develops physical proficiency in the performance of basic ballet vocabulary while promoting an understanding of the principles, practices, and vocabulary common to ballet. Same course as KINE 1139.

Semester Hours: (1-0-3)
CIP: 50.0301.52 26

DANC 1142 - Ballet II

Cross-Listed With: KINE 2139
Prerequisites: DANC 1141 or KINE 1139 or instructor permission
This course expands on the skills and knowledge acquired in DANC 1141. Same course as KINE 2139.

**Semester Hours:** (1-0-3)

**CIP:** 50.0301.52 26

**DANC 1145 - Modern Dance I**

**Cross-Listed With:** KINE 1145

This course introduces students to the fundamentals of dance techniques, coordination of body parts, rhythm, and expressive qualities of movement. Same course as KINE 1145.

**Semester Hours:** (1-0-3)

**CIP:** 50.0301.52 26

**DANC 1146 - Modern Dance II**

**Cross-Listed With:** KINE 2145

**Prerequisites:** DANC 1145 or KINE 1145 or instructor permission

This course expands on the skills and knowledge acquired in DANC 1145/KINE 1145. Same course as KINE 2145.

**Semester Hours:** (1-0-3)

**CIP:** 50.0301.52 26

**DANC 1148 - Jazz Dance II**

**Cross-Listed With:** KINE 2138

**Prerequisites:** DANC 1147 or KINE 1138 or instructor permission

This course expands on the skills and knowledge acquired in DANC 1147/KINE 1138. Emphasis will be placed on technical progress. Increasingly challenging choreography will be set in class. Same course as KINE 2138.

**Semester Hours:** (1-0-3)

**CIP:** 50.0301.52 26

**DRAM 1120 - Theatre Practicum I**

This course is a practicum in scene construction, lighting, sound, costuming, stage properties, acting, and general theatre practices. All drama majors should enroll in the practicum course each semester for a maximum of four semester hours.

**Semester Hours:** (1-0-2/4)

**CIP:** 50.0506.53 26
DRAM 1121 - Theatre Practicum II

This course is a practicum in scene construction, lighting, sound, costuming, stage properties, acting, and general theatre practices. All drama majors should enroll in the practicum course each semester for a maximum of four semester hours.

**Semester Hours:** (1-0-2/4)

**CIP:** 50.0506.53 26

DRAM 1310 - Introduction to Theatre - Theatre Appreciation

This is a course designed to provide a survey of the main fields of theatre activity thus providing a background for the appreciation and enjoyment of live theatre through an understanding of the elements of play analysis, acting, directing, technical theatre and the collaborative nature of live theatre.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 50.0501.51 26

DRAM 1330 - Stagecraft I

This course is an introduction to the major areas of design and technology. A hands-on approach to stagecraft with a focus on the elements of design. Participation on technical crews for theatre productions may be required.

**Semester Hours:** (3-3-0)

**CIP:** 50.0502.51 26

DRAM 1351 - Acting I

This course focuses on the development of basic skills and techniques of acting including increased sensory awareness, greater self confidence, stage movement, character and script analysis, and improvisation.

**Semester Hours:** (3-3-0)

**CIP:** 50.0506.51 26

DRAM 1352 - Acting II

**Prerequisites:** DRAM 1351

This course is a continuation of DRAM 1351 with special emphasis on the exploration and development of techniques for the creation of a character through the preparation and presentation of scenes and monologues.

**Semester Hours:** (3-3-0)

**CIP:** 50.0506.51 26
ECON 1301 - Introduction to Economics

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420
Math Basic Skills Prerequisite: MATH 0305

A survey of microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 19.0402.52 09

ECON 2301 - Principles of Macroeconomics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 45.0601.51 25

ECON 2302 - Principles of Microeconomics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 45.0601.51 25
EDUC 1300 - Learning Framework

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies.

Semester Hours: (3-3-0)
CIP: 42.0301.51 25

EDUC 1301 - Introduction to the Teaching Profession

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Semester Hours: (3-3-1)
CIP: 13.0101.51 09

EDUC 2301 - Special Populations

Prerequisites: EDUC 1301 with a grade of C or better, or equivalent
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations

Semester Hours: (3-3-1)
CIP: 13.1001.51 09

ENGL 0300 - Basic English I

Prerequisites: Placement: Scores based on entrance exam

Emphasizes effective sentences. For students who need to improve their basic skills in
grammatical usage, functions of words and sentence structure. This course cannot be
substituted for any part of the regular courses. A student in English 0300 must receive a
grade of C or better before being permitted to take ENGL 0301.
**Semester Hours:** (3-3-1)
**CIP:** 32.0108.53 12

**ENGL 0301 - Basic English II**

**Prerequisites:** Appropriate placement score or ENGL 0300 with a grade of “C” or better.

Development of fundamental writing skills such as idea generation, organization, style,
utilization of standard English, and revision.
**Semester Hours:** (3-3-1)
**CIP:** 32.0108.53 12

**ENGL 1301 - Composition I**

**Prerequisites:** Demonstrate College Readiness through appropriate placement scores and/
or completion of developmental sequence in English and/or Reading.
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Intensive study of and practice in writing processes, from invention and researching to
drafting, revising, and editing, both individually and collaboratively. Emphasis on effective
rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing
the academic essay as a vehicle for learning, communicating, and critical analysis.

This course fulfills the Communication foundational component area of the core and
addresses the following required objectives: Critical Thinking, Communication, Teamwork,
and Personal Responsibility.
**Semester Hours:** (3-3-0)
**CIP:** 23.0401.51 12

**ENGL 1302 - Composition II**

**Prerequisites:** Students must earn a “C” or better in ENGL 1301 or its equivalent.

Intensive study of and practice in the strategies and techniques for developing research-
based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry,
including primary and secondary research methods; critical reading of verbal, visual, and
multimedia texts; systematic evaluation, synthesis, and documentation of information
sources; and critical thinking about evidence and conclusions.

This course fulfills the Communication foundational component area of the core and
addresses the following required objectives: Critical Thinking, Communication, Teamwork,
and Personal Responsibility.
**Semester Hours:** (3-3-0)
**CIP:** 23.0401.51 12
ENGL 2307 - Creative Writing

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

This course is designed for students interested in learning and practicing creative writing skills in a workshop setting. There is an emphasis on individual writing. This course is writing intensive. Included genres are fiction, poetry, screenwriting, nonfiction and drama.

**Semester Hours:** (3-3-0)

**CIP:** 23.0501.51 12

ENGL 2311 - Technical Writing

**Prerequisites:** ENGL 1301 or its equivalent with a C or better and ENGL 1302 or its equivalent with a C or better.

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**Semester Hours:** (3-3-0)

**CIP:** 23.1101.51 12

ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 23.0801.51 12

ENGL 2323 - British Literature II: Romanticism to the Present

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A survey of the development of British literature from the Romantic period to the present.
Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 23.0801.51 12

**ENGL 2327 - American Literature I: Precolonial through the Romantic Period**

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 23.0701.51 12

**ENGL 2328 - American Literature II: Realism to the Present**

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 23.0701.51 12

**ENGL 2332 - World Literature I: Antiquity through the Renaissance**

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A survey of world literature from the ancient world through the sixteenth century. Students
will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 16.0104.52 13

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**ENGL 2333 - World Literature II: Neoclassical to the Present**

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 16.0104.52 13

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**ENGL 2341 - Forms of Literature**

**Prerequisites:** ENGL 1301 or its equivalent with a “C” or better and ENGL 1302 or its equivalent with a “C” or better.

A study of one or more literary genres including, but not limited to, poetry, fiction, drama and film. Topics may vary with each section offered. This is a writing intensive course that requires a written research project. This course may be repeated once for credit.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 16.0104.51 13

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**FREN 1300 - Beginning Conversational French I**

For beginning students whose goal is to learn to communicate orally in French. Students will develop speaking, listening skills, and cultural awareness.

**Semester Hours:** (3-3-0)

**CIP:** 16.0901.54 13
FREN 1411 - Elementary French I

Introductory course that presents the fundamentals of the French language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required.

**Semester Hours:** (4-4-1)

**CIP:** 16.0901.51 13

FREN 1412 - Elementary French II

**Prerequisites:** FREN 1411, departmental approval, or placement exam.

Introductory course that presents the fundamentals of the French language and culture in order to develop listening, speaking, reading, and writing skills. This course is a continuation of FREN 1411. A language lab is required.

**Semester Hours:** (4-4-1)

**CIP:** 16.0901.51 13

FREN 2311 - Intermediate French I

**Prerequisites:** FREN 1412, departmental approval, or placement exam.

This course is a continuation of FREN 1412. It provides additional development of language skills in listening, speaking, reading, and writing. Short literary selections are introduced in a context of French culture and civilization.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 16.0901.52 13

FREN 2312 - Intermediate French II

**Prerequisites:** FREN 2311, departmental approval, or placement exam.

This course is a continuation of FREN 2311. It provides additional development of language skills in listening, speaking, reading, and writing. Short literary selections are introduced in a context of French culture and literature.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 16.0901.52 13
GEOG 1301 - Physical Geography

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities and map concepts with an emphasis on physical geography. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)
CIP: 45.0701.51 25

GEOG 1302 - Human Geography

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0310

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

Semester Hours: (3-3-0)
CIP: 45.0701.51 25

GEOG 1303 - World Regional Geography

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

Study major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 45.0701.53 25
GEOL 1301 - Earth Sciences Lecture I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Topics include the nature of the earth as revealed by geology, astronomy, meteorology, oceanography, and other related physical sciences. Some laboratory experiences or field trips may be included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)
CIP: 40.0601.51 03

GEOL 1304 - Historical Geology Lecture

Prerequisites: GEOL 1301 or GEOL 1401 or GEOL 1403
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

This course focuses on the origin and evolution of the earth through geologic time, emphasizing organic evolution and plate tectonics. Occasional field trips may be arranged.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)
CIP: 40.0601.54 03

GEOL 1403 - Physical Geology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

This course is an introduction to the nature and properties of rocks and minerals; processes by which they are formed, altered, and transported; and the nature and development of the landscape. Laboratory work includes the study of minerals, rocks, and topographic and geologic maps. Occasional field trips may be arranged.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)
CIP: 40.0601.54 03
GEOL 1404 - Historical Geology

Prerequisites: GEOL 1301 or GEOL 1401 or GEOL 1403  
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420  
Math Basic Skills Prerequisite: MATH 0305

This course focuses on the origin and evolution of the earth through geologic time, emphasizing organic evolution and plate tectonics. Laboratory work in this course includes the study of rocks, fossils, geographic maps, geologic maps, and other aspects of earth history. Occasional field trips may be arranged.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.  
Semester Hours: (4-3-3)  
CIP: 40.0601.54 03

GERM 1300 - Beginning Conversational German I

For beginning students whose goal is to learn to communicate orally in German. Students will develop speaking, listening skills, and cultural awareness.  
Semester Hours: (3-3-0)  
CIP: 16.0501.54 13

GERM 1411 - Elementary German I

Introductory course that presents the fundamentals of the German language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required.  
Semester Hours: (4-4-1)  
CIP: 16.0501.51 13

GERM 1412 - Elementary German II

Prerequisites: GERM 1411 or departmental approval

Introductory course that presents the fundamentals of the German language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required. This course is a continuation of GERM 1411.  
Semester Hours: (4-4-1)  
CIP: 16.0501.51 13
GOVT 2304 - Introduction to Political Science

Prerequisites: GOVT 2305 or GOVT 2301

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1001.52 25

GOVT 2305 - Federal Government

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

This course fulfills the Government/Political Science foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1002.51 25

GOVT 2306 - Texas Government

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

This course fulfills the Government/Political Science foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1002.51 25
Govt 2378 - Introduction to International Relations

**Prerequisites:** GOVT 2301 or GOVT 2302, or GOVT 2305 or GOVT 2306 or Departmental Approval

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Major global issues (e.g. international trade, human rights, terrorism, global warming) are examined from the varying perspectives of different international relations theories. Students are presented with different theoretical explanations of the global problems and different prescriptions about what to do about the problems are developed and discussed within the class. Unique Need Course: Check with your transfer institution to verify acceptance of courses.

**Semester Hours:** (3-3-0)

**CIP:** 45.0901.71 25

HIST 1301 - United States History I

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 54.0102.51 25

HIST 1302 - United States History II

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social
Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 54.0102.51 25

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**HIST 2301 - Texas History**

**Prerequisites:** Credit for three semester hours of history.

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 54.0102.52 25

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**HIST 2311 - Western Civilization I**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

**Semester Hours:** (3-3-0)

**CIP:** 54.0101.54 25

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**HIST 2312 - Western Civilization II**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

**Semester Hours:** (3-3-0)

**CIP:** 54.0101.54 25
HIST 2321 - World Civilizations I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 54.0101.53 25

HIST 2322 - World Civilizations II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 54.0101.53 25

HIST 2327 - Mexican-American History I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Historical, economic, social, and cultural development of the Mexican American experience to the 19th Century.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 05.0203.52.25
HIST 2328 - Mexican-American History II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Historical, economic, social, and cultural development of the Mexican-American experience from the 19th Century.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 05.0203.52 25

HIST 2381 - African-American History

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Historical, economic, social, and cultural development of African-American groups.

Semester Hours: (3-3-0)
CIP: 45.1101.53 25

HUMA 1301 - Introduction to the Humanities I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 24.0103.51 12

HUMA 1302 - Introduction to the Humanities II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

This course fulfills the Language, Philosophy, and Culture foundational component area of
the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)
**CIP:** 24.0103.51 12

**INRW 0020 - Integrated Reading and Writing Special Topics**

**Corequisites:** INRW 0420

Serves as a supplemental course to developmental INRW 0420. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.

**Semester Hours:** (0-1-0)
**CIP:** 32.0108.69 12

**INRW 0055 - Integrated Reading & Writing 8-hr Refresher**

This refresher course is designed for students with TSI assessment scores that place them in INRW 0420. This workshop-based course provides a review of reading and writing concepts and skills. After successfully completing the Refresher course, students will take a post-assessment to determine if they are eligible for Freshman Composition I. Students who complete INRW 0055 successfully will be college eligible in reading and writing and may enroll in Freshman Composition I. Students who do not pass INRW 0055 will enroll in INRW 0420 per placement scores.

**Semester Hours:** (0-0-0.5)
**CIP:** 32.0108.60 12

**INRW 0305 - Integrated Reading and Writing I**

Integration of critical reading and academic writing skills. This college-prep course is designed for students who need to improve reading and writing effectiveness with multi-paragraph, college-level texts. Students will give oral and written responses to texts representative of a variety of disciplines and genres. Strong emphasis is placed on critical reading and writing skills. INRW lab will supplement class instruction. Successful completion of this college-prep course with a grade of C or better prepares the student for INRW 0420.

**Semester Hours:** (3-3-1)
**CIP:** 32.0108.59 12

**INRW 0420 - Integrated Reading and Writing II**

**Prerequisites:** INRW 0050
**Corequisites:** This course requires a lab.
**Integrated Reading & Writing Basic Skills Prerequisite:** Ready for INRW 0420

This college-prep course is designed for students who need to improve reading and writing
effectiveness with multi-paragraph, college-level texts. Students will give oral and written responses to texts representative of a variety of disciplines and genres. Strong emphasis is placed on critical reading and writing skills. INRW lab will supplement class instruction. Successful completion of this college-prep course with a grade of C or better fulfills INRW TSI requirements.

**Semester Hours:** (4-4-1)

**CIP:** 32.0108.59 12

**KINE 1101 - Aerobics I**

This course introduces students to a variety of aerobic activities focusing primarily on the development of cardiorespiratory endurance. Classes will include choreographed movements set to music and incorporate both hi/lo aerobics, step aerobics and other aerobic combinations. The course focus will also include the enhancement of muscular strength, muscular endurance, flexibility, and body composition.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

**KINE 1103 - Cardio Kickboxing I**

This course combines boxing and martial arts techniques into an exhilarating form of cardiorespiratory, muscular strength, and muscular endurance training. Additionally, the course will focus on improving flexibility.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

**KINE 1105 - Latin Cardio Dance**

This course is designed to provide a variety of rhythmic Latin style dance movements into an exhilarating and challenging form of cardiorespiratory training, of low to moderate impact. The course will improve cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

**KINE 1106 - Core Training I**

This course is designed to use innovative exercise concepts to develop muscular strength, muscular endurance and flexibility to the stabilizing muscles of the body which are primarily the abdominal and low back muscle groups, commonly referred to as the core. Typical activities will include integrated drills of calisthenics, stabilizing type exercises, stability ball training, partner drills, isometrics and flexibility training.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23
KINE 1107 - Jogging I

This course is an introduction to jogging and how it relates to cardio respiratory endurance. This class will teach proper mechanics of jogging, different training strategies to improve physical fitness and proper safety while jogging.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1108 - Walking I

This course provides instruction in the skills and concepts for a lifetime of walking for fitness. Emphasis is placed on the proper techniques and mechanics of efficient walking patterns and the components of health-related fitness and wellness.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1110 - Basketball I

This course is a skill development class for beginners. Students will work on daily drills and activities designed to increase skills in passing, dribbling, ball handling, defense, and shooting. Team skills will be learned after fundamentals have been mastered.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1111 - Indoor Cycling I

This course is a group exercise class designed to improve individual cardio respiratory fitness with the use of stationary bicycles.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1112 - Weight Training I

This course emphasizes the development of muscular strength and endurance through the use of free weights and weight machines. Principles of strength training, safety guidelines and various training techniques are presented.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23
KINE 1113 - Physical Conditioning I

This course emphasizes the development of cardio respiratory fitness, muscular strength, muscular endurance, flexibility and control of body fat. Typical activities include circuit training, the use of aerobic and weight machines, flexibility exercises and other activities.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1114 - Cardio Boot Camp I

This course is an intermediate form of physical conditioning which combines high energy cardio respiratory activity with military-style physical training to improve muscular endurance, cardio respiratory fitness, flexibility, and body composition.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1115 - Volleyball I

This course is a skill development class for beginners. Students in this class will learn forearm pass, overhead pass, and overhead serve. Individual and paired drills, lead-up games, and conditioning activities will prepare students for competition.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1116 - Extreme Fitness I

This course is designed to improve performance-based skills such as power, agility, speed, balance, reaction times and coordination as it relates to sport and exercise. It will include extreme resistance training such as Olympic lifting, explosive training, and functional fitness-style activities. The high endurance component of the course will include indoor cycling, long-distance running and appropriate aquatic activities. In addition, the latest in fitness training methods will be employed to include battle rope training, kettle bell exercises, tire-flipping and obstacle course training. This course will serve as useful preparatory training for extracurricular events such as adventure racing and triathlon participation. Students must be in good physical condition to enroll in this class.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

KINE 1131 - Pilates I

This class focuses on physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23
**KINE 1132 - Self Defense**

This course is a basic self-defense class. In this class students will learn to apply basic self-defense through practical hands on training. Evasive measures, personal security, and the ability to deal with the consequences of reporting a crime will be discussed.

*Semester Hours: (1-0-3)*
*CIP: 36.0108.51 23*

**KINE 1136 - Yoga I**

This course introduces the student to the philosophy and practice of various types of yoga and may include Hatha Yoga, Iyengar yoga, Bikram yoga, Kundalini yoga, yoga for conditioning and fitness and yoga as a way to enhance physical, mental and spiritual well-being.

*Semester Hours: (1-0-3)*
*CIP: 36.0108.51 23*

**KINE 1137 - Conditioning for Mixed Martial Arts**

This course introduces students to a variety of different martial arts conditioning routines. During these training sessions students will learn how to incorporate basic striking, standing defense, standing submissions, takedowns, takedown defense, ground positioning, ground submissions, and ground defense into conditioning routines.

*Semester Hours: (1-0-3)*
*CIP: 36.0108.51 23*

**KINE 1139 - Ballet I**

*Cross-Listed With: DANC 1141*

This course develops physical proficiency in the performance of basic ballet vocabulary while promoting an understanding of the principles, practices, and vocabulary common to ballet. Same course as DANC 1141.

*Semester Hours: (1-0-3)*
*CIP: 36.0114.51 23*

**KINE 1140 - Ballet Folklorico I**

This course introduces basic footwork techniques emphasizing fundamentals of body placement, Vocabulary, and regions Mexican Folklorico Dance. Development of dance combinations to enhance technical skills, memory and performance qualities.

*Semester Hours: (1-0-3)*
*CIP: 36.0114.51 23*
KINE 1141 - Ballroom I

Cross-Listed With: DANC 1128

This course is an introduction to American social ballroom dancing. Basics in waltz, foxtrot, rumba, cha cha, tango, and swing will be presented. Emphasis is placed on footwork, lead/follow, timing/rhythm, styling and the blending of movements. Same course as DANC 1128
Semester Hours: (1-0-3)
CIP: 36.0114.51 23

KINE 1144 - Climbing I

This course will introduce students to the basic skills needed to rock climb.
Semester Hours: (1-0-3)
CIP: 36.0108.51 23

KINE 1145 - Modern Dance I

Cross-Listed With: DANC 1145

Introduction to the fundamentals of dance techniques, coordination of body parts, rhythm, and expressive qualities of movement. Same course as DANC 1145
Semester Hours: (1-0-3)
CIP: 36.0114.51 23

KINE 1149 - Swimming I

This course is designed for the non-swimmer or novice. Instruction includes the front crawl, elementary backstroke, diving, deep water skills and basic water safety.
Semester Hours: (1-0-3)
CIP: 36.0108.51 23

KINE 1301 - Foundations of Kinesiology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.
Semester Hours: (3-3-0)
CIP: 31.0501.52 23
KINE 1304 - Personal/Community Health

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

Semester Hours: (3-3-0)
CIP: 51.1504.51 16

KINE 1306 - First Aid

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

Semester Hours: (3-3-0)
CIP: 51.1504.53 16

KINE 1308 - Intramurals and Officiating

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

This course provides an opportunity for students to develop competency in designing, organizing, and promoting intramural programs. Emphasis on officiating techniques and procedures in various activities will be explored.

Semester Hours: (3-3-0)
CIP: 31.0101.51 23

KINE 1321 - Coaching I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0305

Introduction to the discipline of coaching as well as several sub-disciplines relevant to the field. These sub-disciplines include: sports psychology, motor learning, growth and development, sport issues, sport in society, philosophy of sport, risk management in
sport and technology in sport. Students will study each sub-discipline and observe their
application in the field during a 20-hour service-learning internship.

**Semester Hours:** (3-3-0)

**CIP:** 31.0505.51 23

**KINE 1338 - Concepts of Physical Fitness**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

This course is designed to familiarize students with knowledge, understanding and values
of health related fitness and its influence on the quality of life emphasizing the development
and implementation of fitness programs.

**Semester Hours:** (3-3-0)

**CIP:** 31.0501.51 23

**KINE 1346 - Drug Use & Abuse**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0305

Study of the use, misuse and abuse of drugs and other harmful substances in today’s
society. Physiological, sociological, pharmacological and psychological factors will be
emphasized.

**Semester Hours:** (3-3-0)

**CIP:** 51.1504.52 16

**KINE 2101 - Aerobics II**

**Prerequisites:** KINE 1101

This course will introduce the student to intermediate/advanced choreographed aerobic
movements focusing primarily on the development of cardiorespiratory endurance.
Classes will often include choreographed movements set to music and incorporate both hi/lo aerobics, step aerobics, and other aerobic movements. The course focus will also
include the enhancement of muscular strength, muscular endurance, flexibility, and body composition.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

**KINE 2103 - Cardio Kickboxing II**

**Prerequisites:** KINE 1103

This course is designed to use intermediate techniques of cardio kickboxing skills to improve
cardio respiratory endurance, muscular strength and endurance, anaerobic threshold, and body composition. Training will consist of intermediate to advanced techniques in cardio kickboxing and contact strikes using gloves and punching bags. Traditional activities such as calisthenics, resistance training, jump rope training, and core muscle training will be included. Principles of interval training will be taught as well as theories of weight management, chronic and acute disease prevention, stress management, and basic anatomy and kinesiology.

**Semester Hours:** (1-0-3)
**CIP:** 36.0108.51 23

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**KINE 2107 - Jogging II**

**Prerequisites:** KINE 1107 or instructor approval

This course is a continuation of Jogging I with a focus on increased cardio respiratory endurance. This course will expand on the training strategies from Jogging I with specific techniques to increase cardiorespiratory endurance.

**Semester Hours:** (1-0-3)
**CIP:** 36.0108.51 23

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**KINE 2108 - Walking II**

**Prerequisites:** KINE 1108 or instructor approval

This course is a continuation of KINE 1108. Students will participate in more rigorous walking and other activities related to physical fitness.

**Semester Hours:** (1-0-3)
**CIP:** 36.0108.51 23

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**KINE 2110 - Basketball II**

**Prerequisites:** KINE 1110 or instructor approval

This course is a continuation of Basketball I and will focus on the development of increased individual skills as well as introducing team strategies and techniques.

**Semester Hours:** (1-0-3)
**CIP:** 36.0108.51 23

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**KINE 2111 - Indoor Cycling II**

**Prerequisites:** KINE 1111

This course is an advanced cardio respiratory conditioning group exercise class using stationary bicycles.

**Semester Hours:** (1-0-3)
**CIP:** 36.0108.51 23
KINE 2112 - Weight Training II

Prerequisites: KINE 1112 or permission of instructor.

This course is a continuation of KINE 1112. It emphasizes the further development of muscular strength and endurance through the application of more advanced training techniques with an emphasis on safety and body alignment.

Semester Hours: (1-0-3)
CIP: 36.0108.51 23

KINE 2113 - Physical Conditioning II

Prerequisites: KINE 1113 or instructor approval

This course is a continuation of KINE 1113 with a focus on more intense workouts and advanced techniques to promote cardiorespiratory endurance, muscular strength, muscular endurance, and flexibility.

Semester Hours: (1-0-3)
CIP: 36.0108.51 23

KINE 2114 - Cardio Boot Camp II

Prerequisites: KINE 1114

This course is an advanced form of physical conditioning which combines high energy cardio respiratory activity with military-style physical training to improve muscular endurance, cardio respiratory fitness, flexibility, and body composition.

Semester Hours: (1-0-3)
CIP: 36.0108.51 23

KINE 2115 - Volleyball II

Prerequisites: KINE 1115 or instructor approval

This course is a continuation of Volleyball I. Basic skills will be reviewed and tested as well as spiking, blocking, team offense, and team defense strategies.

Semester Hours: (1-0-3)
CIP: 36.0108.51 23

KINE 2131 - Pilates II

Prerequisites: KINE 1131

This course is for students with credit in Pilates I or the equivalent. Students will engage
in intermediate physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

**KINE 2136 - Yoga II**

**Prerequisites:** KINE 1136

This course is for students with Yoga I or equivalent experiences. It includes the philosophy and practice of various types of yoga and may include Hatha Yoga, Iyengar yoga, Bikram yoga, Kundalini yoga, yoga for conditioning and fitness and yoga as a way to enhance physical, mental and spiritual well-being. Additional concepts and techniques will build on those learned in Yoga I.

**Semester Hours:** (1-0-3)

**CIP:** 36.0108.51 23

**KINE 2145 - Modern Dance II**

**Cross-Listed With:** DANC 1146

**Prerequisites:** KINE 1145 or DANC 1145, or instructor approval

This course expands on the skills and knowledge acquired in DANC 1146 or KINE 1145.

**Semester Hours:** (1-0-3)

**CIP:** 36.0114.51 23

**MATH 0055 - MATH Refresher**

This course is designed to improve upon students’ math skills in order to help provide a greater opportunity for success on the math portion of the placement exam. Topics range from basic arithmetic through algebra, including, but not limited to, operations on numbers, linear equations, factoring, quadratics, rational expression, radicals, and appropriate applications.

**Semester Hours:** (0-0-1)

**CIP:** 32.0104.54.19

**MATH 0300 - Basic Mathematics**

**Prerequisites:** Placement by Accuplacer

Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; and appropriate applications.

**Semester Hours:** (3-3-1)

**CIP:** 32.0104.51 19
MATH 0301 - Introduction to Algebra

Prerequisites: A grade of C or better in MATH 0300 or placement by Accuplacer
Math Basic Skills Prerequisite: MATH 0305

Topics include natural number exponents; algebraic expressions; linear equations and inequalities; concepts of lines; and appropriate applications.
Semester Hours: (3-3-1)
CIP: 32.0104.51 19

MATH 0302 - Elementary Algebra

Prerequisites: A grade of C or better in MATH 0301 or placement by Accuplacer
Math Basic Skills Prerequisite: MATH 0305

Topics include integer exponents; polynomials; factoring; rational expressions; rational equations; and appropriate applications.
Semester Hours: (3-3-1)
CIP: 32.0104.51 19

MATH 0303 - Intermediate Algebra

Prerequisites: A grade of C or better in MATH 0302 or placement by Accuplacer
Math Basic Skills Prerequisite: MATH 0310

Topics include rational exponents; radicals; linear and quadratic equations, linear systems; concepts of relations and functions; and appropriate applications.
Semester Hours: (3-3-1)
CIP: 32.0104.51 19

MATH 0305 - Pre-Algebra

Prerequisites: TSI score MATH336 or TSI Math Numeracy ABE score 5-6

This course includes operations with whole numbers, fractions, decimals, and signed numbers; ratios, rates, and proportions; percents; problem solving in contextualized format; measurements; order of operations, natural number exponents, algebraic expressions, solving linear equations in one variable, and informal geometry.
Semester Hours: (3-3-1)
CIP: 32.0104.51.19
MATH 0310 - Elementary Algebra

Prerequisites: TSI score MATH 337-342 or ALEKS score 35-59
Math Basic Skills Prerequisite: MATH 0305

This course includes algebraic expressions, linear equations and inequalities in one variable, graphing linear equations in two variables, systems of equations, exponents, polynomials, and basic factoring.

Semester Hours: (3-3-1)
CIP: 32.0104.51.19

MATH 0320 - Intermediate Algebra

Prerequisites: TSI score MATH 343-349 or ALEKS score 60-79
Math Basic Skills Prerequisite: MATH 0310

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Semester Hours: (3-3-1)
CIP: 32.0104.52.19

MATH 1314 - College Algebra

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (3-3-0)
CIP: 27.0101.54 19

MATH 1324 - Mathematics for Business & Social Sciences

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming;
and probability, including expected value. (The content level of MATH 1324 is expected to be at or above the level of college algebra, MATH 1314.) This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

**Semester Hours:** (3-3-0)
**CIP:** 27.0301.52 19

**MATH 1325 - Calculus for Business & Social Sciences**

**Prerequisites:** MATH 1324 or MATH 1414 with a grade of C or better or MATH 1314 with a grade of A

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

**Semester Hours:** (3-3-0)
**CIP:** 27.0301.53 19

**MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

**Math Basic Skills Prerequisite:** MATH 0310

This course includes an introduction to treatments of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included.

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

**Semester Hours:** (3-3-0)
**CIP:** 27.0101.51 19

**MATH 1350 - Fundamentals of Mathematics I for Teachers**

**Prerequisites:** MATH 1314 with a grade of “C” or better, or equivalent

This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.

**Semester Hours:** (3-3-0)
**CIP:** 27.0101.56 19
MATH 1351 - Fundamentals of Mathematics II for Teachers

Prerequisites: MATH 1350 with a grade of “C” or better, or equivalent

This course includes concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.

Semester Hours: (3-3-0)
CIP: 27.0101.60 19

MATH 1414 - College Algebra (Precal Track)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (4-4-0)
CIP: 27.0101.54 19

MATH 1442 - Elementary Statistical Methods

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0310

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Semester Hours: (4-4-0)
CIP: 27.0501.51 19

MATH 2318 - Linear Algebra

Prerequisites: MATH 2414 with a grade of “C” or better, or equivalent
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms;
eigenvalues and eigenvector; and applications in science and engineering.

**Semester Hours:** (3-3-0)

**CIP:** 27.0101.61 19

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**MATH 2320 - Differential Equations**

**Prerequisites:** MATH 2414 with a grade of “C” or better, or equivalent

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

**Semester Hours:** (3-3-0)

**CIP:** 27.0301.51 19

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**MATH 2412 - Precalculus**

**Prerequisites:** MATH 1414 with a grade of “C” or better

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

**Semester Hours:** (4-4-0)

**CIP:** 27.0101.58 19

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**MATH 2413 - Calculus I**

**Prerequisites:** MATH 2412 with a grade of “C” or better, or equivalent or permission by department

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

**Semester Hours:** (4-4-0)

**CIP:** 27.0101.59 19
MATH 2414 - Calculus II

**Prerequisites:** MATH 2413 with a grade of “C” or better, or equivalent

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

**Semester Hours:** (4-4-0)

**CIP:** 27.0101.59 19

MATH 2415 - Calculus III

**Prerequisites:** MATH 2414 with a grade of C or better, or equivalent

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem, and Stokes’ Theorem.

**Semester Hours:** (4-4-0)

**CIP:** 27.0101.59 19

MUAP 1103 - Violin

Individual instruction in violin. May be repeated for credit.

**Semester Hours:** (1-1-0)

**CIP:** 50.0903.54 26

MUAP 1107 - Viola

Individual instruction in viola. May be repeated for credit.

**Semester Hours:** (1-1-0)

**CIP:** 50.0903.54 26

MUAP 1111 - Violoncello

Individual instruction in violoncello. May be repeated for credit.

**Semester Hours:** (1-1-0)

**CIP:** 50.0903.54 26

MUAP 1119 - Flute

Individual instruction in flute. May be repeated for credit.

**Semester Hours:** (1-1-0)

**CIP:** 50.0903.54 26
MUAP 1123 - Oboe

Individual instruction in oboe. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1127 - Bassoon

Individual instruction in bassoon. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1131 - Clarinet

Individual instruction in clarinet. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1135 - Saxophone

Individual instruction in saxophone. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1139 - Trumpet/Cornet

**Corequisites:** Any MUEN course

Individual instruction in trumpet / cornet. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1143 - French Horn

Individual instruction in French horn. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1147 - Trombone

Individual instruction in trombone. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26
MUAP 1151 - Baritone/Euphonium

Individual instruction in baritone / euphonium. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1155 - Tuba

Individual instruction in tuba. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1159 - Percussion

Individual instruction in percussion. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1163 - Guitar

Individual instruction in guitar. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1171 - Piano

Individual instruction in piano. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1183 - Voice

Individual instruction in voice. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26

MUAP 1185 - Private Improvisation

**Prerequisites:** MUSI 1263 or equivalent

Individual instruction in Improvisation. May be repeated for credit.
**Semester Hours:** (1-1-0)
**CIP:** 50.0903.54 26
MUAP 1187 - Double Bass

Individual instruction in double bass. May be repeated for credit.

Semester Hours: (1-1-0)
CIP: 50.0903.54 26

MUAP 1201 - Violin

Prerequisites: Instructor permission
Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.

Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1202 - Violin

Prerequisites: MUAP 1201 or instructor permission
Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.

Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1257 - Percussion

Prerequisites: Instructor permission
Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1258 - Percussion

Prerequisites: MUAP 1257 or instructor permission
Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (2-2-0)
CIP: 50.0903.54 26
MUAP 1261 - Guitar

Prerequisites: Instructor permission
Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1262 - Guitar

Prerequisites: MUAP 1261 or instructor permission
Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1270 - Piano

Prerequisites: MUAP 1269 or instructor permission
Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1281 - Voice

Prerequisites: Instructor permission
Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 1282 - Voice

Prerequisites: MUAP 1281 or instructor permission
Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26
MUAP 2201 - Violin

Prerequisites: MUAP 1202 or instructor permission
Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2202 - Violin

Prerequisites: MUAP 2201 or instructor permission
Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2257 - Percussion

Prerequisites: MUAP 1258 or instructor permission
Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2258 - Percussion

Prerequisites: MUAP 2257 or instructor permission
Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2261 - Guitar

Prerequisites: MUAP 1262 or instructor permission
Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26
MUAP 2262 - Guitar

Prerequisites: MUAP 2261 or instructor permission
Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2269 - Piano

Prerequisites: MUAP 1270 or instructor permission
Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2270 - Piano

Prerequisites: MUAP 2269 or instructor permission
Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2271 - Sophomore Level Piano I

Prerequisites: MUAP 1272 or instructor permission
Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUAP 2281 - Voice

Prerequisites: MUAP 1282 or instructor permission
Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26
MUAP 2282 - Voice

Prerequisites: MUAP 2281 or instructor permission
Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.
Semester Hours: (2-2-0)
CIP: 50.0903.54 26

MUEN 1139 - Keyboard Ensemble

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.
Semester Hours: (1-0-3)
CIP: 50.0903.56.26

MUEN 1143 - College Chorus

This ensemble is not limited to music majors. May be repeated for credit.
Semester Hours: (1-0-3)
CIP: 50.0903.57 26

MUEN 1151 - Chamber Singers

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.
Semester Hours: (1-0-3)
CIP: 50.0903.58 26

MUSI 1114 - Keyboard Harmony I

Corequisites: MUSI 1211, MUSI 1216

Keyboard study correlating with the analysis and writing of tonal melody, diatonic harmony up to and including chords and small compositional forms.
Semester Hours: (1-1-1)
CIP: 50.0904.51 26
MUSI 1115 - Keyboard Harmony II

Prerequisites: MUSI 1114
Corequisites: MUSI 1212, MUSI 1217

Continuation of MUSI 1114.
Semester Hours: (1-1-1)
CIP: 50.0904.51 26

MUSI 1181 - Piano Class I

Class instruction in the fundamentals of keyboard technique for beginning piano students.
Semester Hours: (1-1-1)
CIP: 50.0907.51 26

MUSI 1182 - Piano Class II

Prerequisites: MUSI 1181 or instructor permission

Class instruction in the fundamentals of keyboard technique for beginning piano students.
Semester Hours: (1-1-1)
CIP: 50.0907.51 26

MUSI 1183 - Voice Class I

Class instruction in the fundamentals of singing, including breathing, tone production, and diction. Designed for students with little or no previous voice training
Semester Hours: (1-1-1)
CIP: 50.0908.51 26

MUSI 1184 - Voice Class II

Prerequisites: MUSI 1183 or instructor permission

Class instruction in the fundamentals of singing, including breathing, tone production, and diction.
Semester Hours: (1-1-1)
CIP: 50.0908.51 26

MUSI 1192 - Guitar Class I

Class instruction in the fundamental techniques of playing and teaching guitar.
Semester Hours: (1-1-1)
CIP: 50.0911.51 26
MUSI 1193 - Guitar Class II

Prerequisites: MUSI 1192 or instructor permission

Class instruction in the fundamental techniques of playing and teaching guitar
Semester Hours: (1-1-1)
CIP: 50.0911.51 26

MUSI 1211 - Music Theory I

Prerequisites: MUSI 1301 and/or MUSI 1302, or instructor permission
Corequisites: MUSI 1216; MUSI 1114 (or appropriate keyboard course), if offered

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.
Semester Hours: (2-2-1)
CIP: 50.0904.51 26

MUSI 1212 - Music Theory II

Prerequisites: MUSI 1211
Corequisites: MUSI 1217; MUSI 1115 (or appropriate keyboard course), if offered

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.
Semester Hours: (2-2-1)
CIP: 50.0904.51 26

MUSI 1216 - Elementary Sight Singing and Ear Training I

Corequisites: MUSI 1211/MUSI 1311; MUSI 1114 (or appropriate keyboard course), if offered

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony
Semester Hours: (2-2-0)
CIP: 50.0904.56 26

MUSI 1217 - Elementary Sight Singing and Ear Training II

Prerequisites: MUSI 1216
Corequisites: MUSI 1212/MUSI 1312; MUSI 1115 (or appropriate keyboard course), if offered

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of
rhythm, melody, and diatonic harmony
**Semester Hours:** (2-2-0)
**CIP:** 50.0904.56 26

MUSI 1301 - Fundamentals of Music I

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.
**Semester Hours:** (3-3-0)
**CIP:** 50.0904.55 26

MUSI 1302 - Fundamentals of Music II

**Prerequisites:** MUSI 1301 or instructor permission

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.
**Semester Hours:** (3-3-0)
**CIP:** 50.0904.55 26

MUSI 1306 - Music Appreciation

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.
**Semester Hours:** (3-3-0)
**CIP:** 50.0902.51 26

MUSI 1310 - American Music

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.
**Semester Hours:** (3-3-0)
**CIP:** 50.0902.53 26
PHIL 1301 - Introduction to Philosophy

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 38.0101.51 12

PHIL 1304 - Introduction to World Religions

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A comparative study of various world religions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 38.0201.52 12

PHIL 2303 - Introduction to Logic

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420
Math Basic Skills Prerequisite: MATH 0320

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 38.0101.52 12

PHIL 2306 - Introduction to Ethics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.
This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

**Semester Hours:** (3-3-0)
**CIP:** 38.0101.53 12

**PHIL 2307 - Introduction to Social and Political Philosophy**

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Critical examination of the major theories concerning the organization of societies and government.

**Semester Hours:** (3-3-0)
**CIP:** 38.0101.54 12

**PHIL 2316 - History of Classical and Modern Philosophy I**

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of major philosophers and philosophical systems from ancient, through medieval, to modern times.

**Semester Hours:** (3-3-0)
**CIP:** 38.0101.55 12

**PHIL 2321 - Philosophy of Religion**

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A critical investigation of major religious ideas and experiences

**Semester Hours:** (3-3-0)
**CIP:** 38.0201.53 12

**PHYS 1401 - General Physics I**

**Prerequisites:** MATH 2412 or MATH 1316 with a C or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course fulfills the requirement for a technical course in physics with a laboratory component for programs such as medicine, dentistry, pharmacy, and architecture. The fundamentals of mechanics, heat, and sound are presented in a problem solving context. Computer applications relevant to course content may be utilized.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical
Quantitative Skills, and Teamwork.

**Semester Hours:** (4-3-3)

**CIP:** 40.0801.53 03

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**PSYC 2301 - General Psychology**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior and mental processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 42.0101.51 25

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**PSYC 2306 - Human Sexuality**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Study of the psychological, sociological, and physiological aspects of human sexuality.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 42.0101.53 25

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**PSYC 2307 - Adolescent Psychology I**

This course examines the relationship of the physical, emotional, social, and mental factors of growth and development in early adolescence with particular emphasis on behavior, self-image, interpersonal relationships, and motivation.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 42.0701.51 25

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**PSYC 2308 - Child Psychology**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
Study of the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during childhood.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours**: (3-3-0)
**CIP**: 42.0701.51 25

**PSYC 2314 - Lifespan Growth and Development**

**Prerequisites**: PSYC 2301

Study of the relationship of the physical, emotional, social and mental factors of growth and development of the individual throughout the lifespan.

**Semester Hours**: (3-3-0)
**CIP**: 42.0701.51 25

**PSYC 2315 - Psychology of Adjustment**

**Integrated Reading & Writing Basic Skills Prerequisite**: INRW 0420

Study of the processes involved in adjustment of individuals to their personal and social environments.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours**: (3-3-0)
**CIP**: 42.0101.56 25

**PSYC 2316 - Psychology of Personality**

**Prerequisites**: PSYC 2301

Study of various approaches to determinants, development, and assessment of personality.

**Semester Hours**: (3-3-0)
**CIP**: 42.0101.57 25

**PSYC 2317 - Statistical Methods in Psychology**

**Prerequisites**: MATH 1314 or equivalent; PSYC 2301

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference,
correlation and regression as these apply to psychology.

**Semester Hours:** (3-3-0)

**CIP:** 42.0101.52 25

**PSYC 2319 - Social Psychology**

**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

**Semester Hours:** (3-3-0)

**CIP:** 42.1601.51 25

**READ 0055 - PASS - Developmental Reading**

This course is designed to improve upon students’ reading comprehension skills in order to provide a greater opportunity for success on the reading portion of the placement exam. Topics range from identification of main ideas and recognition of supporting details to analyzing relationships among ideas, and critical reasoning. Other topics may include vocabulary and study skills. Students will be re-tested at the end of the course.

**Semester Hours:** (0-0-1)

**CIP:** 32.0108.6112

**READ 0301 - Pre-College Reading**

**Prerequisites:** Appropriate placement score

This course is for students who need development in basic reading and study skills in preparation for college-level work. Skills emphasize the review, refinement, and reinforcement of basic reading skills such as word recognition, comprehension, fluency, and critical reading. Study skills are emphasized. Reading lab may supplement class instruction.

**Semester Hours:** (3-3-1)

**CIP:** 32.0108.52 12

**READ 0302 - Introduction to College Reading**

**Prerequisites:** Appropriate placement score

**Integrated Reading & Writing Basic Skills Prerequisite:** Ready for INRW 0420

This course is for students who need to improve reading and study skill techniques.
appropriate for academic demands. Skills emphasizing the theory and mechanics of efficient reading, vocabulary development, specific textbook comprehension, study skills in context, critical reading skills, and flexibility of reading rates are emphasized. Reading lab may supplement class instruction.

**Semester Hours:** (3-3-1)

**CIP:** 32.0108.52 12

**READ 0303 - College Reading and Critical Thinking**

**Prerequisites:** Appropriate placement score  
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420

This course is designed for students who need to improve reading effectiveness with college-level textbooks. Skills emphasizing terminology, structure, and content of general academic and technical subject matter are taught. Such skills as finding the main idea, writer’s intent and organization of ideas are introduced and reviewed. Strong emphasis is placed on study skills. Notetaking, outlining, summarizing are components of the course. Instruction in critical reading and higher order thinking skills are refined. Reading lab may supplement class instruction.

**Semester Hours:** (3-3-1)

**CIP:** 32.0108.52 12

**SDEV 0170 - College Success**

This course is for the new student transitioning to college. Course topics include, but are not limited to: college resources, time management, note-taking, degree plans and transfer strategies, campus culture, career exploration, and college policies and procedures. Familiarization with these topics contributes to students’ personal and academic success. Required of students having fewer than 15 college level credit hours (not to include dual credit). Student must receive a grade of C or better to successfully complete this course.

**Semester Hours:** (1-1-0)

**CIP:** 32.0101.52.12

**SDEV 0171 - Strategies for Success**

This course is designed for the academically at-risk student needing to improve skills for academic success. Topics covered in this course include, but are not limited to: time/priority management, study techniques, motivation, goal setting and decision making, critical thinking skills, learning styles, stress management, career planning, and interpersonal skills. Required of students placed on Academic Dismissal, Permanent Academic Dismissal and/or Financial Aid Suspension. Recommended for students on Continued Academic Probation. Student must receive a grade of C or better to successfully complete this course.

**Semester Hours:** (1-1-0)

**CIP:** 32.0101.52 12
SDEV 0370 - Foundations for College Learning

This is a first-year seminar course designed to support the transition of students into their college experience. Students acquire a clearer understanding of college requirements, campus culture and resources. They will explore career paths, examine personal motivation and develop study skills common to successful college students. SDEV 0370 will meet the requirement for SDEV 0170. Required of students having fewer than 15 college level credit hours (not to include dual credit), and needing course work in developmental areas based on entrance test scores. Student must receive a grade of C or better to successfully complete this course.

Semester Hours: (3-3-0)
CIP: 32.0101.52 12

SOCI 1301 - Introductory Sociology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 45.1101.51 25

SOCI 1306 - Social Problems

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance, or family problems.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)
CIP: 45.1101.52 25

SOCI 2306 - Human Sexuality

Cross-Listed With: PSYC 2306
Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of the psychological, sociological, and physiological aspects of human sexuality.
SOCI 2319 - Minority Studies I

*Integrated Reading & Writing Basic Skills Prerequisite:* INRW 0420

Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

**Semester Hours:** (3-3-0)
**CIP:** 45.1101.53 25

SOCI 2326 - Social Psychology

*Cross-Listed With:* PSYC 2319
*Integrated Reading & Writing Basic Skills Prerequisite:* INRW 0420

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

**Semester Hours:** (3-3-0)
**CIP:** 45.1101.53 25

SOCI 2336 - Criminology

*Integrated Reading & Writing Basic Skills Prerequisite:* INRW 0420

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

**Semester Hours:** (3-3-0)
**CIP:** 45.1101.53 25

SOCI 2340 - Drug Use and Abuse

*Integrated Reading & Writing Basic Skills Prerequisite:* INRW 0420

Study of the use and abuse of drugs in today’s society. Emphasizes the physiological, sociological, and psychological factors.

**Semester Hours:** (3-3-0)
**CIP:** 45.1101.55 25
SOCW 2362 - Social Welfare as a Social Institution

**Prerequisites:** SOCW 2361
**Integrated Reading & Writing Basic Skills Prerequisite:** INRW 0420
**Math Basic Skills Prerequisite:** MATH 0310

The study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

**Semester Hours:** (3-3-0)
**CIP:** 44.0701.52 24

SPAN 1300 - Beginning Conversational Spanish I

For beginning students whose goal is to learn to communicate orally in Spanish. Students will develop speaking, listening skills, and cultural awareness.

**Semester Hours:** (3-3-0)
**CIP:** 16.0905.54 13

SPAN 1310 - Beginning Conversational Spanish II

**Prerequisites:** SPAN 1300, placement exam, or departmental approval

For beginning students whose goal is to learn to communicate orally in Spanish. Students will develop speaking, listening skills, and cultural awareness. This is a continuation of SPAN 1300.

**Semester Hours:** (3-3-0)
**CIP:** 16.0905.54 13

SPAN 1411 - Elementary Spanish I

Introduction to the fundamentals of the Spanish language and culture in order to develop listening, speaking, reading, and writing skills.

**Semester Hours:** (4-4-1)
**CIP:** 16.0905.51 13

SPAN 1412 - Elementary Spanish II

**Prerequisites:** SPAN 1411, Placement exam, or departmental approval.

Introduction to the fundamentals of the Spanish language and culture in order to develop listening, speaking, reading, and writing skills. This course is a continuation of SPAN 1411.

**Semester Hours:** (4-4-1)
**CIP:** 16.0905.51 13
SPAN 2311 - Intermediate Spanish I

Prerequisites: SPAN 1412, placement exam, or departmental approval

This course is a continuation of SPAN 1412. It provides additional development of language skills in listening, speaking, reading, and writing. Short literary selections are introduced in a context of Hispanic culture and civilization.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 16.0905.52 13

SPAN 2312 - Intermediate Spanish II

Prerequisites: SPAN 2311, placement exam, or departmental approval

This course is a continuation of SPAN 2311. It provides additional development of language skills in listening, speaking, reading, and writing. Short literary selections are introduced in a context of Hispanic culture and civilization.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 16.0905.52 13

SPCH 1311 - Introduction to Speech Communication

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on theories and practice of communication in interpersonal, small group and public speech. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 23.1001.51 12
SPCH 1315 - Public Speaking

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking.

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 23.1001.53 12

SPCH 1318 - Interpersonal Communication

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on the theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. Students improve their interpersonal skills by examining issues involving: language, nonverbal communication, culture, listening, conflict resolution, and self-concept. (Excellent for students entering the fields of health care, education or any occupation with a high level of interpersonal exchange.)

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 23.1001.54 12

SPCH 1321 - Business and Professional Communication

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on the application of theories and practice of speech communication as applied to business and professional situations. Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes and formal presentations in an organizational environment.

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)
CIP: 23.1001.52 12
SPCH 1342 - Voice and Diction

Cross-Listed With: DRAM 2336
Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

Semester Hours: (3-3-0)
CIP: 23.1001.58 12

SPCH 2333 - Discussion and Small Group Communication

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course focuses on discussion and small group theories and techniques as they relate to group process and interaction. Students will examine and participate in the group process to achieve a better understanding of group dynamics in different environments.

Semester Hours: (3-3-0)
CIP: 23.1001.56 12

SPCH 2335 - Argumentation and Debate

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

The course covers the principles of argumentation and debate, analysis and discussion of current public questions, briefing, inductive and deductive reasoning, strategy, refutation, and rebuttal in debates.

Semester Hours: (3-3-0)
CIP: 23.1001.59 12

SPCH 2341 - Oral Interpretation

Cross-Listed With: DRAM 2370

This course focuses on theories and techniques in analyzing and interpreting literature. Students will participate in the analysis and oral presentation of various literary forms.

Semester Hours: (3-3-0)
CIP: 23.1001.57 12
## Administration, Faculty and Staff

### Alamo Colleges Board of Trustees

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<thead>
<tr>
<th>District</th>
<th>Name</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>District 1</td>
<td>Joe Alderete, Jr.</td>
<td>2016</td>
</tr>
<tr>
<td>District 2</td>
<td>Denver McClendon</td>
<td>2016</td>
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<tr>
<td>District 3</td>
<td>Anna Uriegas Bustamante</td>
<td>2016</td>
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<td>District 4</td>
<td>Marcelo Casillas</td>
<td>2016</td>
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<tr>
<td>District 5</td>
<td>Roberto Zarate</td>
<td>2018</td>
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<tr>
<td>District 6</td>
<td>Dr. Eugene Sprague</td>
<td>2018</td>
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<tr>
<td>District 7</td>
<td>Dr. Yvonne Katz</td>
<td>2018, 2018</td>
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<tr>
<td>District 8</td>
<td>Clint Kingsbery</td>
<td>2020</td>
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<tr>
<td>District 9</td>
<td>James A. Rindfuss</td>
<td>2020</td>
</tr>
<tr>
<td>Student Trustee</td>
<td>Emmanuel Nyong</td>
<td>2017</td>
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### Alamo Colleges Administrative Staff

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. Bruce H. Leslie</td>
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<tr>
<td>Vice Chancellor for Academic Success</td>
<td>Dr. Jo-Carol Fabianke</td>
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<tr>
<td>Vice Chancellor for Finance and Administration</td>
<td>Diane E. Snyder, CPA, M.S.</td>
</tr>
<tr>
<td>Vice Chancellor for Planning, Performance, Accreditation &amp; Information Systems</td>
<td>Dr. Thomas Cleary, Ed.D.</td>
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<tr>
<td>Vice Chancellor of Student Success</td>
<td>Dr. Adelina Silva</td>
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<tr>
<td>Vice Chancellor of Economic and Workforce Development</td>
<td>Dr. Federico Zaragoza</td>
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<tr>
<td>Associate Vice Chancellor of Communications</td>
<td>Leo Zuniga, B.A.</td>
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<tr>
<td>Associate Vice Chancellor of Employees Services</td>
<td>Linda Boyer-Owens, M.B.A.</td>
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<tr>
<td>Associate Vice Chancellor of Finance &amp; Fiscal Services</td>
<td>Pamela Ansboury, CPA, M.Ed</td>
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<tr>
<td>Associate Vice Chancellor of Facilities and Construction Management</td>
<td>John Strybos, M.S.,P.E.</td>
</tr>
<tr>
<td>Chief of Department of Public Safety</td>
<td>Don Adams</td>
</tr>
<tr>
<td>Director of Institutional Research, Effectiveness, &amp; Planning</td>
<td>Velda Villarreal, M.A.</td>
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<tr>
<td>Director of Internal Audit</td>
<td>Matt Mills, CPA</td>
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<tr>
<td>Director of Student Financial Services</td>
<td>Dr. Harold G. Whitis</td>
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<tr>
<td>Ethics and Compliance Officer</td>
<td>Eduardo Cruz, CCEP</td>
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<td>General Counsel</td>
<td>Ross Laughead</td>
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## Northeast Lakeview College Administration

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Degree and Institutions</th>
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<tbody>
<tr>
<td>Interim President</td>
<td>Dr. Thomas Cleary</td>
<td>Ed.D., Argosy University</td>
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<tr>
<td>Interim Vice President for Academic Success</td>
<td>Dr. Alan Cottrell</td>
<td>Ph.D., University of Texas at Austin</td>
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<td>B.A., Baylor University</td>
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<tr>
<td>Vice President of College Services</td>
<td>Dr. Tangila Dove</td>
<td>Ph.D., Capella University</td>
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<td>M.B.A., Webster University</td>
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<td>B.B.A., Jackson State University</td>
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<tr>
<td>Vice President for Student Success</td>
<td>Dr. Debbie C. Hamilton</td>
<td>Ph.D. Capella University</td>
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<td>M.S.W., M.B.A., Our Lady of the Lake University</td>
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<td>B.S., Austin Peay State University</td>
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<tr>
<td>Dean of Arts &amp; Sciences</td>
<td>Dr. Alan Cottrell</td>
<td>Ph.D., University of Texas at Austin</td>
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<td>Dean of Learning Resources</td>
<td>Tracey Mendoza</td>
<td>M.L.S., University of North Texas</td>
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<td>Dean of Student Success</td>
<td>Belinda Rivera</td>
<td>M.A.M.L., Webster University</td>
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## Division Chairpersons

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<tr>
<th>Division</th>
<th>Name</th>
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<tbody>
<tr>
<td>Business, Communication, Humanities &amp; Psychology</td>
<td>Mark Sadler</td>
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<td>Field</td>
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<tr>
<td>English &amp; Education</td>
<td>Jason Malcolm</td>
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<td>Fine &amp; Performing Arts</td>
<td>Katherine M Mayer</td>
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<tr>
<td>Mathematics &amp; Computer Science</td>
<td>Jose “Frank” Maldonado</td>
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<tr>
<td>Science &amp; Kinesiology</td>
<td>Thomas Neil McCrary</td>
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<td>Social Sciences</td>
<td>Robert Yowell</td>
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<td>Abdul, Razaq</td>
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<td>Bodalbhai, Liakatali</td>
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<td>Elayna, Imad</td>
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**Northeast Lakeview College Staff**

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<tr>
<td>Academic Laboratory Technician</td>
<td>Caroline Lopez, B.A.</td>
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<td>Joanna Contreras, A.S.</td>
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<td>Academic Program Coordinator</td>
<td>Regina Horne-Espree, M.A.</td>
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<td>Daisy Carmona, M.Ed.</td>
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<td>Department of Public Safety Officer (C Shift)</td>
<td>PTL J. Logan</td>
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<tr>
<td>Department of Public Safety Officer (C Shift)</td>
<td>PTL D. Thompson</td>
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<tr>
<td>Director of College &amp; Research Development</td>
<td>Patrick Murray, M.A.</td>
</tr>
<tr>
<td>Director of Information Technology</td>
<td>Kenneth Bray, B.S.O.E.</td>
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<tr>
<td>Director of Institutional Research</td>
<td>Martin Fortner, M.P.A.</td>
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<tr>
<td>Director of Student Success</td>
<td>Marlon Anderson, M.A.</td>
</tr>
<tr>
<td>Director of Student Success</td>
<td>Tracy Floyd, M.A.T.</td>
</tr>
<tr>
<td>Executive Assistant to the President</td>
<td>Jennifer Osborn, M.A.A.</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
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<tr>
<td>Facilities Superintendent</td>
<td>Sherry Toliver, M.B.A.</td>
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<tr>
<td>Financial Aid Advisor</td>
<td>Magda Garza, B.A.</td>
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<tr>
<td>Financial Aid Specialist</td>
<td>Cordelia Jackson</td>
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<tr>
<td>Financial Aid Specialist</td>
<td>Audrey Ashley, M.Ed.</td>
</tr>
<tr>
<td>Grounds Foreman</td>
<td>Daniel Torres</td>
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<tr>
<td>Help Desk Specialist</td>
<td>Joshua Pena, A.A.S.</td>
</tr>
<tr>
<td>Housekeeping Attendant I</td>
<td>Hyong Nae Kim</td>
</tr>
<tr>
<td>Housekeeping General Foreman</td>
<td>Rene Talamantez</td>
</tr>
<tr>
<td>Human Resource Partner</td>
<td>Lori Manning, PHR</td>
</tr>
<tr>
<td>HVAC Foreman</td>
<td>William Scott Mixell</td>
</tr>
<tr>
<td>IT Data Analyst</td>
<td>Sarah Schramek</td>
</tr>
<tr>
<td>Journeyman Electrician</td>
<td>John Mitchmore</td>
</tr>
<tr>
<td>Journeyman Plumber</td>
<td>David Duda</td>
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<tr>
<td>Library Assistant III</td>
<td>Angela Fondren</td>
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<tr>
<td>Library Assistant III</td>
<td>Robert Vaughn, B.A.</td>
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<tr>
<td>Library Assistant III</td>
<td>Azucena Rodriguez-Guerra, B.S.</td>
</tr>
<tr>
<td>Maintenance Mechanic</td>
<td>Ricardo Santini</td>
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<tr>
<td>Multimedia Specialist, Senior</td>
<td>Thomas Raymond, M.A.</td>
</tr>
<tr>
<td>Personal Counselor-Student Success</td>
<td>Faye Hallford, M.S.W.</td>
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<tr>
<td>Physical Education Center Specialist</td>
<td>Ken Hardy, M.A.</td>
</tr>
<tr>
<td>Senior Advisor-Student Success</td>
<td>Edgar Medina, B.A.</td>
</tr>
<tr>
<td>Senior Advisor-Student Success</td>
<td>Gilbert Palomo, M.B.A., M.S.W</td>
</tr>
<tr>
<td>Senior Coordinator-Student Success</td>
<td>Alejandrina Hernandez, M.Ed.</td>
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<tr>
<td>Senior Coordinator-Student Success</td>
<td>Rosalinda Almanza-Martinez, M.B.A.</td>
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<tr>
<td>Senior Specialist-Student Success</td>
<td>Cynthia Broadnax, A.A.</td>
</tr>
<tr>
<td>Senior Specialist-Student Success</td>
<td>Nancy Gonzales, A.S.</td>
</tr>
<tr>
<td>Student Success Specialist</td>
<td>Whitney Howard, B.A.</td>
</tr>
<tr>
<td>Technology Support Manager</td>
<td>Alejandro Chapa, A.S.</td>
</tr>
<tr>
<td>Technical Director/Auditorium Manager</td>
<td>Javier Leal, B.F.A.</td>
</tr>
<tr>
<td>Technical Director/Theater Dept. Production</td>
<td>Karen Arredondo, B.F.A.</td>
</tr>
<tr>
<td>Work Control Tech II</td>
<td>Mae Taylor-Landry</td>
</tr>
<tr>
<td>Workforce Development Support Specialist</td>
<td>Norma Gutierrez</td>
</tr>
</tbody>
</table>
Locations and Maps

Northeast Lakeview College is located at Loop 1604 and Kitty Hawk Rd. and houses over 370,000 square feet of academic space in it's nine buildings.

**Academic I Building**
Function: To provide academic classrooms, laboratories, and faculty office spaces in support of the College's academic programs.
Size: 64,241 square feet

**Career Technology Building**
Function: To provide classroom, laboratory, and office spaces to support the College's instructional programs.
Size: 22,300 square feet

**Fine Arts Building**
Function: To provide classrooms, practice rooms, rehearsal hall, drawing studio, kilns, and office spaces in support of the College's fine arts programs.
Size: 25,285 square feet

**Library/Learning Resources Center**
Function: To provide library, learning laboratories, community meeting rooms, computer laboratories and administrative office spaces.
Size: 81,688 square feet

**Performing Arts Center**
Function: To provide a space for the performing arts, including an auditorium, stage, gallery, green room, costume storage, classroom, and dressing rooms
Size: 22,320 square feet

**Physical Plant**
Function: To provide facility operations space for maintenance, grounds, housekeeping, department of public safety, campus mailroom, the chiller plant, building trades, HVAC equipment, and office space.
Size: 10,763 square feet

**Science Building**
Function: To provide biology, chemistry, physics, and astronomy laboratories, classrooms, preparation areas, and office spaces.
Size: 26,144 square feet

**Student Commons/Student Services Building**
Function: To provide spaces in support of a comprehensive student services program which includes a cafeteria, enrollment services, student activities, lecture theater, print shop, business office, bookstore, and classrooms.
Size: 64,191 square feet
Wellness Building
Function: To provide space wellness and kinesiology classes, including two dance studios, two basketball courts, a weight room, classrooms, a nutrition laboratory, and offices.
Size: 46,617 square feet

Additional Features and Facilities:

Amphitheater
Size: 100-seat

Observatory
Size: 430 square feet

Rock Climbing Wall
Size: 800 square feet; 3-stories

Northeast Lakeview College currently serves about 6,000 students from the ten Metrocom Communities and northeast San Antonio - including Bexar, Comal, and Guadalupe Counties. At capacity, Northeast Lakeview College will serve 15,000 students.
Driving Directions to Northeast Lakeview College
(1201 Kitty Hawk Rd.) FROM IH 35N

• Take the Loop 1604 South exit (Exit 172) to Kitty Hawk Rd. and take a right at the light
• Follow Kitty Hawk Rd. to Old Cimarron Trail
• Turn Right on Old Cimarron Trail

FROM IH 35S
• Take the Pat Booker Rd. exit (Exit 172); Follow the Pat Booker Rd. sign (loop around) and merge onto Loop 1604 South.
• Exit Kitty Hawk Rd. and take a right at the light onto Kitty Hawk
• Follow Kitty Hawk Rd. to Old Cimarron Trail.
• Turn Right on Old Cimarron Trail

FROM 1604 W (North)
• Exit Kitty Hawk Rd. and take a left at the light onto Kitty Hawk Rd.
• Follow Kitty Hawk Rd. to Old Cimarron Trail
• Turn Right onto Old Cimarron Trail

FROM 1604 E (South)
• Exit Kitty Hawk Rd. and take a right at the light onto Kitty Hawk Rd.
• Follow Kitty Hawk Rd. to Old Cimarron Trail
• Turn Right onto Old Cimarron Trail

For more information on Northeast Lakeview College or to view recent aerial photographs, building floor plans and construction photos, visit our website at http://www.alamo.edu/main.aspx?id=613
C.1.9 (Policy) Appropriate Use of Information Technology Resources

Responsible Department: Vice Chancellor for Planning, Performance and Information Systems

Board Adoption: 8-18-09
Last Amended: 12-15-15

College District information technology resources include but are not limited to computer hardware and software including peripheral equipment such as mobile devices, scanners and printers, networking resources, electronic communications such as email, voice mail, internet, intranet, College District and college websites, and all related data and information. These resources are intended for College District business only and are College District property. They are not to be used for employee personal gain or private use (such as non-College District volunteer work), or to advocate for any non-College District related business or purpose.

Scope
This policy and Procedure C.1.9.1 apply to all information technology resource users, including but not limited to administrators, faculty, students, staff, Board members, agents, volunteers, vendors, and the community, both on campus and at remote sites. All information technology resource users shall comply with this policy and Procedure C.1.9.1.

Nondiscrimination
The use of information technology resources shall not be denied or abridged because of race, color, religion, gender, national origin, age, genetic information, sexual orientation, disability or veteran status.

User Responsibilities
Access to information technology resources owned or operated by the College District is a privilege granted to authorized users (“users”). Users are responsible for:

1. Reviewing, understanding, and complying with all College District policies, standards, procedures, rules and all laws related to access, use, and security of College District information technology resources;
2. Adhering to all hardware and software license agreements that are in force on any College District system, network, or server;
3. Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in College District policies, rules or procedures; and
4. Reporting possible violations to the appropriate entities.
C.1.9 (Policy) Appropriate Use of Information Technology Resources
Responsible Department: Vice Chancellor for Planning, Performance and Information Systems
Board Adoption: 8-18-09
Last Amended: 12-15-15

Appropriate Use
College District information technology resources are to be used for official College District purposes only, including use by students directly related to completion of College District class assignments or other educational pursuits required by the College District, and use by employees directly related to instruction, research, and other College District business in the course and scope of their assigned College District duties.

Users shall comply with all College District policies, procedures, and rules, and with software licensing agreements, contracts, and city, state, and federal laws.

The College District designates email as its official method of communicating to all students and employees by way of their provided @alamo.edu email address. Official communications are intended only to meet the academic and administrative needs of the College District.

Inappropriate Use
Users shall not engage in any of the activities prohibited by this policy or procedure.

Users shall not use College District information technology resources for conducting non-College District activities or to access or attempt to access information not necessary for the user’s official College District assigned duties or College District assigned course work, and they shall not allow unauthorized parties to use these resources.

Users shall not download or install unauthorized software or other applications or conduct unauthorized removal or modification of data, applications or equipment, and shall not intentionally damage, destroy or threaten to destroy information technology resources.

Users shall not access or attempt to access another employee’s or student’s email without authorization, and shall not access, attempt to access, store, send or forward pornographic material or material that is threatening, abusive, or obscene or creates an environment that detracts from the recipient’s ability to effectively complete his or her job or course assignments, regardless of intent.

Users shall not send or forward charitable, commercial, political, or other advertisements, or material soliciting funds or services, selling tickets or distributing petitions or literature for any purpose other than official College District business.

Procedure C.1.9.1 Appropriate Use of Information Technology Resources

CS(LEGAL) - Information Security
DBD(LEGAL) - Employment Requirements and Restrictions: Conflict of Interest
COUNSELING SERVICES
Northeast Lakeview College

RESOURCES
- Childcare Resources
- Emergency Numbers
- Low-Cost Counseling in the Community
- Employment Resources

Contains Information on:

COUNSELING SERVICES
Northwest Lakeview College

RESOURCE GUIDE

COUNSELING SERVICES
Northeast Lakeview College

Contains Information on:

COUNSELING SERVICES
Northeast Lakeview College

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Northeast Lakeview College

RESOURCE GUIDE

COUNSELING SERVICES
Northeast Lakeview College

Contains Information on:
For more information on the resources listed or other counseling services available, contact:

Mental Health Counseling Services
Northeast Lakeview College
1201 Kitty Hawk, STCM 222D
Universal City, TX 78148
210-486-5496 (Phone)
210-486-9199 (Fax)
Website: www.alamo.edu/nlc

For 24-hour resource information or for resources not listed in this directory, dial 2-1-1 or visit the United Way website:
www.unitedwaysatx.org.
CareLink: Assists individuals & families in accessing health care at the University Health System. Arranges a monthly payment plan for all medical services, based on income. For Bexar County residents who do not have health insurance.

Phone: 210-358-3350
Toll-free: 800-844-6202
Website: www.universityhealthsystem.com

Planned Parenthood: Provides low-cost comprehensive, reproductive health services; physical exams; birth control; counseling; education; and HIV testing.

Website: www.plannedparenthood.org
Northeast SA Branch: 210-590-0202

Lions Club: Provides assistance for individuals who have visual impairments and need prescription eyeglasses. Request form to apply for aid.

In San Antonio, call 210-225-1164. In surrounding areas, contact the local United Way (see page 4).

Together Rx Access: Offers services on medication for qualifying individuals & families without prescription drug coverage. Call or apply online.

Phone: 800-444-4106
Website: www.togetherrxaccess.org

Counseling Services (Low Cost): Counseling (Low Cost): Support Services & Rehabilitation Services: Medical Care (Low Cost):

Counseling Services

Medical Care (Low Cost)

Support Services

Table of Contents

- Medical Care (Low Cost)
- Support Services
- Counseling (Low Cost)
- Assistive & Rehabilitation Services
- Financial Resources for College
- Domestic Violence
- Conflict Resolution
- Legal Assistance
- Help for Military Individuals & Families
- Childcare Resources
- Holistic Information
- Emergency Assistance

Appendix 2, page 16
In Case of Emergency, Dial 9-1-1.

United Way Information:
Dial 2-1-1 for a link to local resources.

Emergency Assistance:

In Guadalupe County, United Way: 830-303-3263
In Comal County, United Way: 830-620-7760
United Way of San Antonio & Bexar County: 210-227-HELP (4357)

Call the United Way numbers listed above or visit www.unitedwaysatx.org to find information on emergency assistance, rent, utilities, or medical needs.

Programs in your area that can assist you with emergency needs such as food, clothing, household items, and medical assistance include:

Haven For Hope:
Private non-profit dedicated to transforming the lives of homeless men, women, and children.
Phone: 210-220-3250
Website: www.havenforhope.org

Counseling Services

Support

Phone: 830-303-3161
Offers individual, as well as marriage & family counseling services.

San Antonio Valley Crisis Counseling Center:
Phone: 210-227-4911; Email: info@valleycc.org
Provides counseling, mental health services, and alcohol & drug abuse treatment.

San Antonio Council on Alcohol & Drug Abuse:
Website: www.sacada.org
Counselors are available 24-hours a day and provide referrals for treatment.

National Institute on Alcohol Abuse and Alcoholism:
Website: www.niaaa.nih.gov

For psychiatric emergencies, call the Mobile Crisis Outreach Team at 1-877-466-0600.

For psychiatric emergencies, call the Mobile Crisis Outreach Team:
Phone: 830-792-3300; Website: www.hillcountry.org
Offers outpatient mental health services to hill country residents.
Provides screening & assessment, psychiatric medication, counseling, and other support services.

Guadalupe Valley MHMR / Mental Health Services:
Phone: 830-379-8222; Crisis Hotline: 1-800-841-1255
Provides assessment, medications, counseling services.

Guadalupe Valley Christian Counseling Center:
Phone: 830-629-6571; Crisis Hotline: 800-532-8192
Website: www.connectionsnonprofit.org

Hill Country MHMR:
Offers outpatient mental health services to hill country residents.
Provides screening & assessment, psychiatric medication, counseling, and other support services.

National Institute on Alcohol Abuse and Alcoholism:
Website: www.niaaa.nih.gov

San Antonio Council on Alcohol & Drug Abuse:
Counselors are available 24-hours a day and provide referrals for treatment.
Phone: 210-225-4741; Email: info@sacada.org
Website: www.sacada.org

National Institute on Alcohol Abuse and Alcoholism:
Website: www.niaaa.nih.gov

San Antonio Council on Alcohol & Drug Abuse:
Counselors are available 24-hours a day and provide referrals for treatment.
Phone: 210-225-4741; Email: info@sacada.org
Website: www.sacada.org

Haven For Hope:
Private non-profit dedicated to transforming the lives of homeless men, women, and children.
Phone: 210-220-3250
Website: www.havenforhope.org
The following counseling centers provide sliding-fee scale services for individuals & families that do not have insurance.

San Antonio:
- **El Centro del Barrio Family Resource Center:**
  - Provides psychiatric counseling & medication.
  - Phone: 210-927-1816
  - Website: [http://centromedsa.com/services](http://centromedsa.com/services)

- **Family Service Association:**
  - Comprehensive counseling services, as well as youth-based & parenting programs.
  - Call for the nearest location.
  - Phone: 210-299-2400
  - Website: [www.family-service.org/](http://www.family-service.org/)

- **Jewish Family Service:**
  - Counseling & support groups for multiple issues.
  - Phone: 210-302-6920
  - Website: [www.jfs-sa.org/](http://www.jfs-sa.org/)

MH/MR:
- **Psychiatric (medication) services.** Intake Office: 210-223-4061 x100.
- **Walk-In Crisis Center:** 527 N. Leona, SAT 78207
  - Phone: 210-223-7233

- **Rape Crisis Center:**
  - Counseling & advocacy to victims of sexual assault.
  - No fee for services.
  - Phone: 210-521-7273
  - Website: [www.rapecrisis.com](http://www.rapecrisis.com)

- **St. PJ’s Counseling Center:**
  - Individual, family, marital, sibling, & group therapy; parenting programs.
  - Phone: 210-533-1203
  - Website: [www.stpjhome.org](http://www.stpjhome.org)

- **Texas State University: Assessment and Counseling Clinic**
  - Counseling for couples, families, and individuals age 3 and older.
  - Fees: sliding scale based on income, basic rate $20.
  - Phone: 512-245-8349 or 512-245-3979
  - Website: [www.education.txstate.edu](http://www.education.txstate.edu)

For Emergencies, Dial: 9-1-1.
For Crisis Counseling/Resources, Dial 2-1-1.
Phone: 210-226-6232

Smart Start: Provides childcare resource and referral information for South Texas residents.
Phone: 210-65-SMART (76278)
Toll-free: 800-332-3264

Texas Department of Protective & Regulatory Services (TDPRS):
Provides a "compliance & complaint" history on daycare providers and helps families find daycare services that meet their specific needs.
Website: www.tdprs.state.tx.us

Inman Christian Center: Childcare offered for infants, preschool and school-age children.
Information and referral assistance: www.inmancenter.org
Phone: 210-222-9641
Go to www.alamo.edu and click on "Financial Aid & Scholarships" for information on scholarships available at the Alamo Colleges.

FAFSA Forecaster:
Provides a forecast of potential eligibility for aid. Once complete, the information can be transferred into the FAFSA forms. Go to: www.fafsa.ed.gov

Minnie Stevens Piper Foundation:
Students can visit the library to obtain free information on scholarships and grants. Call for hours of operation.
Phone: 210-525-8494
Website: www.window.state.tx.us/scholars/

Project Quest:
Provides comprehensive financial & social services to low-income students in Bexar County pursuing qualifying vocational or technical degrees.
Phone: 210-270-4690
Website: http://questsa.org/

In addition to the programs listed above, the following Financial Aid Directories are available in local libraries to assist students in their search for grants & scholarships:

- Get Free Cash for College by Janabe
- Directory of Financial Aids for Women
- Military OneSource: Offers resource information and support for military individuals & families. Services include childcare resources; obtaining counseling; preparing for deployment, relocation, & other transitions.
  Call Now Stateside: 800-342-9647
  TTY/TDD: 1-866-607-6794
  Website: www.militaryonesource.com

- Operation Homefront:
  Offers assistance in the areas of emergency services, educational services, emotional support, and military care packages.
  Phone: 210-659-8039
  Toll-free: 800-779-5921
  Website: www.operationhomefront.net/texas

Confidential Counseling at No Charge:
The Military Family Service Center (Four Locations):
ST. MARY'S UNIVERSITY FAMILY LIFE CENTER
Department of Counseling and Human Services
Phone: 210-438-6410 or 210-225-5481
Website: www.stmarytu.edu/familylife/center

Hope 4 Heroes:
Provides comprehensive counseling and support services for veterans and their families.
Website: www.hope4heroes.org

Grace After Fire:
An online women veteran's peer network. Offers comprehensive counseling and support services for veterans.
Website: www.graceafterfire.com

Veteran's Resource Information Center:
Provides comprehensive information and support for military individuals & families.
Website: www.veteransresource.com

Funding is for students in Bexar County pursuing vocational & technical degrees. Financial aid is available in local libraries to assist students in their search for grants & scholarships.
Counseling Services

Bexar County:
San Antonio Community Law Center—210-271-9595
Center for Legal Social Justice at St. Mary’s Law School—210-431-2596

Comal County:
Legal Aid of Central Texas—800-234-6606
Crisis Center of Comal County (Sexual Assault Cases)—830-620-4357

Surrounding Areas:
Texas Rio Grande Legal Aid—888-988-9996
Advocacy Inc. (Disability-related issues)—(V/TDD) 800-252-9108
Family Law Hotline: 800-777-3247

Bexar County Dispute Resolution Center:
An alternative to the legal system that offers mediation by trained volunteers. Services are offered at no cost to Bexar County residents. The Center also offers referral services and community outreach services.
Phone: 210-335-2128
Website: http://www.bexar.org/drc/

Child Abuse & Neglect:
Contact the local United Way for information (see Page 4).

Family Violence Prevention Services—210-208-8000
Family Justice Center—210-208-8000
SAPD Victims’ Advocacy Section—210-207-2141

Shelters:
Battered Women’s Shelter of Bexar County—210-733-8810
Guadalupe Valley Family Violence Shelter—830-722-7280
Center for the Elderly—830-620-4357
Bexar County shelter for Bexar County—210-335-2128

Domestic Violence

Counseling Services

Appendix 2, page 16

Crisis Center of Comal County—830-620-4357
Guadalupe Valley Family Violence Shelter—830-722-7280
Bexar County shelter for Bexar County—210-335-2128

Bexar County:
San Antonio Community Law Center—210-271-9595
Center for Legal Social Justice at St. Mary’s Law School—210-431-2596

Child Abuse & Neglect:
Contact the local United Way for information (see Page 4).

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Phone: 210-335-2128
Website: http://www.bexar.org/drc/
Initial Request for Disability Services

Name: ___________________________ Email: __________________@student.alamo.edu

Address: __________________________________________ Street address

City state Zip

Phone: __________________ Alternate Phone: __________________

Date of Birth ___________________ Gender ( ) Male ( ) Female

College Major: ___________________ Home Campus ( ) NLC ( ) NVC ( ) PAC ( ) SAC ( ) SPC

Emergency Contact Name: ___________________ Phone: __________________

Are you receiving services from the following agencies?

( ) DARS ( ) Veterans Administration ( ) Other ________________________________

Agency Contact Name ___________________ Phone ___________________ Email ___________________

What is your disability? _________________________________________________________

Please check any major life activities that are difficult due to your disability.

☐ Self-care ☐ Breathing ☐ Concentrating ☐ Thinking

☐ Walking ☐ Sitting ☐ Reading ☐ Interacting with others

☐ Seeing ☐ Standing ☐ Learning ☐ Limited use of hands

☐ Hearing ☐ Reaching ☐ Working ☐ Other: _________________________________________

What accommodation needs are you requesting?

___________________________________________________________________________

___________________________________________________________________________

The Office of Disability Services will determine reasonable accommodations as appropriate under the Americans with Disabilities Act (ADA).

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Student’s Signature ___________________ Date __________ Initial Semester & Year

The Alamo Colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

Revised 5/6/2014
Northeast Lakeview College ensures access. You create success!

Important things that you can do to help:

• Request accommodation letters at the beginning of each semester after you are registered. Once the letters are ready, pick them up and deliver them to your instructors.
• Work with your instructor(s) to decide on the details of your testing location.
• If you know that you have attention problems, do not sign up for long classes.
• If you are weak in basic math skills, do not take math classes that only meet once a week.
• If you know that you have problems interacting with others, do not take classes that require a lot of group participation.
• Classroom behavior is your responsibility. You are expected to follow the Student Code of Conduct.
• If you have trouble reading, do not take several heavy reading classes at the same time.
• Follow recommended health maintenance routines.

We want you to be the best you can be!

The presence of an I.E.P. or 504 Plan does not automatically guarantee students’ eligibility for accommodations. All documentation will be reviewed on an individual, case-by-case basis.

Helpful Links:
- Testing Information & Practice - ACCUPLACER™
  www.alamo.edu/nlc/t_accuplacer.htm
- Educational Testing Service—Disability Accommodations
  www.ets.org
- Association on Higher Education & Disability (AHEAD)
  www.ahead.org/resources/bestpracticesdoc.htm
- Professional Licensing & Certification Division
  www.dshs.state.tx.us/plc/default.shtm
- Disabilities, Opportunities, Internetworking & Technology
  www.washington.edu/doit

The Alamo Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. For any special accommodation issues or an alternate format, contact Northeast Lakeview College Student Services Department at 486-5487.

Northeast Lakeview
College
Guidelines for Documenting Your Disability

Disability Support Services

STCM 222

514 W. San Pedro St.
San Antonio, TX 78212

Tel: (210) 486-5487
Fax: (210) 486-9199
Email: fhallford@alamo.edu
ACCESS DOES NOT MEAN AUTOMATIC SUCCESS…
Northeast Lakeview College ensures ACCESS. YOU create SUCCESS!

Important things that you can do to help:

• Request accommodation letters at the beginning of EACH semester after you are registered. Once the letters are ready, pick them up and deliver them to your instructors.
• Work with your instructors to decide on the details of your testing location.
• If you know that you have attention problems, do not sign up for long classes.
• If you are weak in basic math skills, do not take math classes that only meet once a week.
• If you know that you have problems interacting with others, do not take classes that require a lot of group participation.
• If you have trouble reading, do not take several heavy classes that require a lot of group work.
• Follow recommended health maintenance routines.

We want you to be the best you can be!
The presence of an I.E.P. or 504 Plan does not automatically guarantee students’ eligibility for accommodations. All accommodation will be reviewed on an individual, case-by-case basis.

Helpful Links:

Testing Information & Practice-ACCUPLACER™
www.alamo.edu/nlc/t_accuplacer.htm

Educational Testing Service—Disability Accommodations
www.ets.org

Association on Higher Education & Disability (AHEAD)
www.ahead.org/resources/bestpracticesdoc.htm

Professional Licensing & Certification Division
www.dshs.state.tx.us/plc/default.shtm

Disabilities, Opportunities, Internetworking & Technology
www.washington.edu/doit

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Northeast Lakeview College
1201 Kitty Hawk Rd.
Universal City, TX 78148

Website: www.alamo.edu/nlc/
Phone: 210 486-5100
Fax: 210 486-9199
Email: fhallford@alamo.edu
By: West

S.B. No. 1325

(In the Senate - Filed March 7, 2007; March 19, 2007, read first time and referred to Subcommittee on Higher Education; April 4, 2007, reported favorably from Committee on Education by the following vote: Yeas 8, Nays 0; April 4, 2007, sent to printer.)

A BILL TO BE ENTITLED
AN ACT

relating to the eligibility of relatives of public college and university board members to receive certain scholarships; providing a criminal penalty.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 51, Education Code, is amended by adding Section 51.969 to read as follows:

Sec. 51.969. ELIGIBILITY FOR SCHOLARSHIP; STATEMENT REQUIRED. (a) In this section, "institution of higher education" and "university system" have the meanings assigned by Section 61.003.

(b) A person is not eligible to receive a scholarship originating from and administered by an institution of higher education or university system if the person is related to a current member of the governing board of the institution or system, unless:

(1) the scholarship is granted by a private organization or third party not affiliated with the institution of higher education or university system;

(2) the scholarship is awarded exclusively on the basis of prior academic merit;

(3) the scholarship is an athletic scholarship; or

(4) the relationship is not within the third degree by
consanguinity or the second degree by affinity, as determined under Subchapter B, Chapter 573, Government Code.

(c) A person applying for a scholarship originating from and administered by an institution of higher education or university system must file a written statement with the application indicating whether the person is related within the third degree by consanguinity or the second degree by affinity to a current member of the governing board of the institution or system.

(d) The Texas Higher Education Coordinating Board shall adopt rules for the administration of this section and shall prescribe the statement to be used under this section. The coordinating board shall notify each institution of higher education and university system of the required statement and applicable rules.

(e) A person commits an offense if the person knowingly files a false statement under Subsection (c).

(f) An offense under Subsection (e) is a Class B misdemeanor.

SECTION 2. (a) Not later than January 1, 2008, the Texas Higher Education Coordinating Board shall prescribe the required statement and adopt the rules required by Section 51.969, Education Code, as added by this Act.

(b) Subsection (b), Section 51.969, Education Code, as added by this Act, applies only to a scholarship for which a scholarship application was filed on or after January 1, 2008. A scholarship for which a scholarship application was filed before that date is governed by the law in effect on the date the application was filed, and the former law is continued in effect for that purpose.

(c) Subsections (c), (e), and (f), Section 51.969,
Education Code, as added by this Act, apply only to a scholarship application filed on or after January 1, 2008. A scholarship application filed before that date is governed by the law in effect on the date the application was filed, and the former law is continued in effect for that purpose.

SECTION 3. This Act takes effect September 1, 2007.

* * * * *
Information Areas:
- What is the Texas Success Initiative (TSI)
- Students requiring developmental coursework
- For High School Program Students Only

What is the Texas Success Initiative (TSI)?
The Texas Success Initiative is a state mandated program, effective August 26, 2013, designed to help determine if you are ready for college-level course work in the general areas of reading, writing, and mathematics (Texas Administrative Code (TAC) Chapter 4, Subchapter 3). The program will help you know what type of courses or interventions will assist you be prepared for college level course work.

All students not meeting the exemptions defined below (Tables 1 and 2) must take the TSI Assessment as a diagnostic tool to determine reading, writing, and mathematics basic skills. Performing your best on the test will affect the amount of time and tuition cost you will have to spend on preparing for many of Alamo Colleges' programs and courses. Students may retest on TSI Assessment at any time if they want to advance in their developmental course sequence.

Following the TSI Assessment, your goal/major will determine what level (if any) of developmental coursework and/or interventions will be required.

If you are required to take the TSI Assessment, several options are available for you to review and prepare for the test. Spending a short time reviewing information about the test and the type of questions you can expect may assist you in maximizing your performance on the exam. Please request information about these options.

You will be advised based on the results of your TSI Assessment scores and the courses you plan to take.

*You will not be denied admission to the Alamo Colleges based on your TSI Assessment scores.*

### Table 1: TSI Exemptions

<table>
<thead>
<tr>
<th>Academic Exemptions (not required to take TSI Assessment) Exemption must be met in all areas listed</th>
<th>Combination Score</th>
<th>English/Reading</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>Can’t be more than 5 years old</td>
<td>Composite = 23+</td>
<td>English = 19+</td>
</tr>
<tr>
<td>SAT</td>
<td>Can’t be more than 5 years old</td>
<td>CR + Math = 1070+</td>
<td>Critical Reading = 500+</td>
</tr>
<tr>
<td></td>
<td>Note: Results accepted for SAT taken prior to March 5, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT</td>
<td>Can’t be more than 5 years old</td>
<td>NA</td>
<td>Evidenced-Based Reading and Writing (EBRW) = 480</td>
</tr>
<tr>
<td></td>
<td>Note: Results accepted for SAT taken March 5, 2016 and thereafter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit Level TAKS</td>
<td>Can’t be more than 5 years old</td>
<td>ELA = 2200+</td>
<td>ELA = 2200+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WSAM = 3+</td>
<td></td>
</tr>
<tr>
<td>STAAR end-of-course (EOC)</td>
<td>Can’t be more than 5 years old</td>
<td>English III = minimum score of Level II of Reading 2000+ and Writing 2000+</td>
<td>Algebra II = minimum score of Level II of 4000+</td>
</tr>
</tbody>
</table>

2. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

3. 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 (see Table 2).

4. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

Note: Subject to change based on THECB rules

06/02/2016
Other Exemptions or Exceptions (not required to take the TSI Assessment)

5. 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. [Students who meet this exemption are encouraged to take the TSI Assessment for diagnostic purposes to aid in program and course selection during advising.]

6. 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. [Students who meet this exemption are encouraged to take the TSI Assessment for diagnostic purposes to aid in program and course selection during advising.]

7. A student who earns a grade of 75 or above for ELAR and/or Mathematics College Preparatory Course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation and must register in respective course of content area within one (1) year of enrollment date. This exemption applies only at the institution of higher education that collaborates with the school district (MOU) in which the student is enrolled. Evidence for completion of CP course may include PEIMS Code on High School Transcripts AND/OR any other Local Design Evidence:

   CP110100 College Preparatory Course English Language Arts / CP111200 College Preparatory Course Mathematics

8. Students will not need to take the TSI Assessment if they have met both of the following prior to fall 2013:
   1) Taken one of the four previously approved tests for TSI purposes (ACCUPLACER, THEA, COMPASS, Asset)
   2) Received a letter grade (A,B,C,D,F, IP or W) for any course while they attended a public Texas college or university Test scores will be honored for placement purposes for five years from the test administration date.

Certificate Seekers

9. A student who is seeking a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) will not be required to take any formal developmental courses, but will be administered the TSI Assessment for diagnostic purposes only.

| Table 2: TSI – Courses Satisfying Compliance with College Readiness |
| Grade of “C” or Better (unless otherwise noted) |
| Writing/English | ENGA 0351 with a B or better, ENGA 0361, INRW 0420, ENGL 0301, ENGL 1301, ENGL 1302 |
| Reading | READ 0303, ENGA 0353 with a “B” or better, ENGA 0363, INRW 0420, ENGL 1301, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, HIST 1301, HIST 1302, PSYC 2301 |
| Mathematics | MATH 0303, MATH 0320, MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1333, MATH 1350, MATH 1351, MATH 1414, MATH 1442, MATH 2412, MATH 2413, MATH 2414, MATH 2415 |

| Table 3: Minimum Standards for College Readiness |
| TSI Assessment | Minimum Passing Scores for College-Level Coursework |
| Reading TSI Scores | 351-390 |
| Math TSI Scores | 350-390 |

Note: Subject to change based on THECB rules
Students requiring developmental coursework:
You will be required to enroll in developmental coursework if you plan to enroll in college-level transfer courses and do not meet a TSI exemption (Table 1), the TSI Minimum Standards (Table 3), or placement scores based on the TSI Assessment. The basic skills requirements for transfer courses are included with the course description in the eCatalog. Tables 4 and 5 provide course placement information.

Table 4: English/Reading Placement

<table>
<thead>
<tr>
<th>Writing/English TSI Score AND</th>
<th>Reading TSI Score</th>
<th>ACCUPLACER</th>
<th>REFRESHERS</th>
<th>THEA-IBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INRW 0120 + 0420 (replaces INRW 0305)</td>
<td>310-350 w/ ABE 3-4</td>
<td>310-342 w/ ABE 3-4</td>
<td>WRIT&lt;49 AND READ 34-77</td>
<td>10</td>
</tr>
<tr>
<td>INRW 0420</td>
<td>310-350 w/ ABE 5-6</td>
<td>310-342 w/ ABE 5-6</td>
<td>WRIT&lt;49 AND READ 78+</td>
<td>20</td>
</tr>
<tr>
<td>ENGL 1301+ Ready, Set, Go (RSG) ENGL 1301</td>
<td>351-362</td>
<td>351-390</td>
<td>WRIT 70+ and a minimum of 5 on writing sample AND READ 65+ OR A student who has completed ENGL 0300 and READ 78+</td>
<td>30</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>363-390 w/ Essay 4 or below</td>
<td>351-390</td>
<td>WRIT 80+ and 6 on writing sample AND READ 78+</td>
<td>40</td>
</tr>
</tbody>
</table>

*TSI Levels 1-2 Referrals: DE Chairs and/or Advising Directors
*Refreshers Scores of 0 or 5, use original TSI placement
*ENGL 1301 + Ready, Set, Go = ENGL 1301 with a 1 hour support course
*INRW 0120 + INRW 0420 = INRW 0420 with a 1 hour support course

Questions? English Department Chairs:

1. Jason Malcolm (NLC)  jmalcolm@alamo.edu  486-5234
2. June Pedraza (NVC)  vpedraza@alamo.edu  486-4831
3. Vicente Guillot (PAC)  vguillot@alamo.edu  486-3230
4. Mike Burton (SAC)  gburton@alamo.edu  486-0660
5. Tyrell Williams (SPC)  twilliams160@alamo.edu  486-2166

Note: Subject to change based on THECB rules

06/02/2016
Table 5: Mathematics Placement Chart

<table>
<thead>
<tr>
<th>TSI Score</th>
<th>Refresher</th>
<th>ACCUPLACER</th>
<th>THEA-IBT</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 0305 + 0105</td>
<td>310 – 335 w/ABE 3 - 4</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 0305</td>
<td>336 or 310 – 335 w/ABE 5-6</td>
<td>10 &amp; ABE 5 - 6</td>
<td>EAR &lt; 50</td>
<td>≤ 179</td>
<td>N/A</td>
</tr>
<tr>
<td>Math 0310</td>
<td>337-342</td>
<td>20</td>
<td>EAR 50 – 69</td>
<td>180-229</td>
<td>N/A</td>
</tr>
<tr>
<td>Math 0320</td>
<td>343-349</td>
<td>30</td>
<td>EAR 70 – 85</td>
<td>230-269</td>
<td>17 – 18</td>
</tr>
<tr>
<td>Math 0442 (NVC only)</td>
<td>321-342</td>
<td>20</td>
<td>EAR &gt; 31</td>
<td>140-269</td>
<td>N/A</td>
</tr>
</tbody>
</table>

College Ready/College Level Math Courses

<table>
<thead>
<tr>
<th>TSI Score</th>
<th>Refresher</th>
<th>ACCUPLACER</th>
<th>THEA-IBT</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 1333 (SPC only)*</td>
<td>337-390</td>
<td>20</td>
<td>EAR ≥ 41 and AR ≥ 57</td>
<td>≥ 140</td>
<td>N/A</td>
</tr>
<tr>
<td>Math 1332</td>
<td>343-390</td>
<td>30</td>
<td>EAR ≥ 70</td>
<td>230-269</td>
<td>17 – 18</td>
</tr>
<tr>
<td>RSG MATH 1314</td>
<td>343 and with department permission</td>
<td>40</td>
<td>EAR ≥ 70 and department</td>
<td>EAR ≥ 230 and department permission</td>
<td>N/A</td>
</tr>
<tr>
<td>Math 1442</td>
<td>343-390</td>
<td>30</td>
<td>EAR ≥ 70</td>
<td>≥ 230</td>
<td>17 – 18</td>
</tr>
<tr>
<td>Math 1314, 1414, 1324</td>
<td>350-390</td>
<td>50</td>
<td>EAR ≥ 86</td>
<td>≥ 270</td>
<td>19 – 25</td>
</tr>
<tr>
<td>Math 2413 or higher</td>
<td>N/A</td>
<td>N/A</td>
<td>CLM ≥ 85</td>
<td>N/A</td>
<td>26 – 27</td>
</tr>
</tbody>
</table>

*MATH 1333 is only for AAS degrees (please refer to the student’s degree plan)

*TSI Levels 1-2 Referrals: DE Chairs and/or Advising Directors

Questions? Math Department Chairs:

- Frank Maldonado (NLC) jmaldonado64@alamo.edu 486-5204
- Qiaoying [Joy] Zhou (NVC) qzhou2@alamo.edu 486-4383
- Patrick Lee (PAC) plee18@alamo.edu 486-3282
- Said Fariabi (SAC) sfariabi@alamo.edu 486-0289
- Renita D Mitchell (SPC) rmitchell@alamo.edu 486-2607
For High School Programs Students Only:

<table>
<thead>
<tr>
<th>Table 8: High School Programs Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dual Credit Seniors</strong></td>
</tr>
<tr>
<td>Students entering dual credit for the first time in their senior year can submit any of the following test results, through the crediting entity: TSI, SAT, ACT. The test(s) should be taken during the junior year. See Tables 1, 3, and 8.1.</td>
</tr>
</tbody>
</table>

| **Dual Credit Juniors**                  |
| Students entering dual credit for the first time in their junior year can submit any of the following test results, through the crediting entity: TSI, SAT, ACT, PSAT, PLAN. The test(s) should be taken during the sophomore year. See Tables 1, 3, and 8.1. |

| **Dual Credit Sophomores and Freshmen**  |
| Students entering dual credit for the first time in their sophomore or freshman year can submit any of the following test results, through the crediting entity: TSI, SAT, ACT, PSAT, and Plan. See Tables 1, 3, and 8.1. |

<table>
<thead>
<tr>
<th>Table 8.1: High School Programs Exam Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exam</strong></td>
</tr>
<tr>
<td><strong>Combination Score</strong></td>
</tr>
<tr>
<td><strong>English/Reading</strong></td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td>ACT</td>
</tr>
<tr>
<td>Can’t be more than 5 years old</td>
</tr>
<tr>
<td>Composite = 23+</td>
</tr>
<tr>
<td>English = 19+</td>
</tr>
<tr>
<td>Math = 19+</td>
</tr>
<tr>
<td>SAT</td>
</tr>
<tr>
<td>Can’t be more than 5 years old</td>
</tr>
<tr>
<td>CR + Math = 1070+</td>
</tr>
<tr>
<td>Critical Reading = 500+</td>
</tr>
<tr>
<td>Math = 500+</td>
</tr>
<tr>
<td>STAAR end-of-course (EOC)</td>
</tr>
<tr>
<td>Can’t be more than 5 years old</td>
</tr>
<tr>
<td>CR + Math = 1070+</td>
</tr>
<tr>
<td>English III = minimum score of Level II of Reading 2000 and Writing 2000</td>
</tr>
<tr>
<td>Algebra II = minimum score of Level II of 4000</td>
</tr>
<tr>
<td>STAAR end-of-course (EOC) alternate option (Regular STAAR EOC for ISD)</td>
</tr>
<tr>
<td>English II = Level II final recommended score of 4000</td>
</tr>
<tr>
<td>Algebra I = Level II final recommended score of 4000 and a passing grade in the Algebra II course</td>
</tr>
<tr>
<td>PSAT – Dual Credit &amp; ECHS Students Only</td>
</tr>
<tr>
<td>Note: Scores eligible only if taken on former PSAT/NMSQT version prior to October 2015.</td>
</tr>
<tr>
<td>New PSAT/NMSQT Scores not eligible Effective 10-14-2015 (date of implementation)</td>
</tr>
<tr>
<td>CR + Math = 107+</td>
</tr>
<tr>
<td>Critical Reading = 50+</td>
</tr>
<tr>
<td>Math = 50+</td>
</tr>
<tr>
<td>PLAN – Dual Credit &amp; ECHS Students Only</td>
</tr>
<tr>
<td>PLAN Scores eligible only if taken prior to Spring 2014</td>
</tr>
<tr>
<td>Composite = 23+</td>
</tr>
<tr>
<td>English = 19+</td>
</tr>
<tr>
<td>Math = 19+</td>
</tr>
<tr>
<td>TSI Assessment</td>
</tr>
<tr>
<td>English 363-390 w/ Essay of 4 or an Essay of 5+ and Reading 351-390</td>
</tr>
<tr>
<td>Math 350-390</td>
</tr>
</tbody>
</table>

****Traditional and Early College High School Dual Credit Students:**** An eligible high school student who enrolls in a dual credit course requiring TSI completion in reading, writing, or mathematics under the PSAT/NMSQT, PLAN, or Aspire provisions and earns a grade of C or better has demonstrated eligibility to enroll in dual credit courses in the 12th grade. A request to demonstrate eligibility in the 12th grade may occur if the student is seeking a subject area not earned in the previous academic year.

V1.17

Note: Subject to change based on THECB rules 06/02/2016
Appendix 7, page 65

F.6.1.5 (Procedure) Student Success: Comprehensive Monitoring/Advising System
Responsible Department: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.6.1 – Student Success
Approved: 7-26-11
Last Amended: 9-17-13

The organizational structures, policies, and practices that support student success values and priorities include the following set of actions. These policies and practices are based on research from the Achieving the Dream initiative and other education strategies identified as promoting increased success for all students. The Alamo Colleges are instituting long-term, institution-wide practices that support and promote student engagement and commitment to learning while requiring strategies that are proven to increase student success.

**Comprehensive Monitoring/Advising System**

- Students should be actively engaged in learning during enrollment at the Alamo Colleges. Students are expected to attend class on the first day and throughout the semester. Students who do not attend the first class meeting or make contact with the instructor, regarding the absence, will be dropped.

- Students who find they cannot complete the requirements for a class should drop the class prior to the census date to avoid the penalties of various state-mandated requirements (e.g., 27-hour developmental education limitation, three-peat requirements, and the six-drop rules).

Students’ progress will be monitored through any college preparatory requirements and progress toward the intended goal during each semester and across the semesters until the goal is achieved. Students will be advised both face-to-face and through on-going emails through the Alamo Colleges’ email system. Students will receive feedback from faculty on progress in the class and will be advised when they need to be more actively involved in the class.
I request payment deferment due to pending Department of Defense Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA) funding. I understand I will only be deferred until the last payment deadline before semester start, at which time I will be dropped from all courses if I have a remaining balance on my student account. I understand I may opt to enroll in my own installment plan at any time to retain my courses.

Students requesting deferments when registered for multiple parts of terms:

Example: Student registers for a 16 week ENGL1301 and Start II HIST1302 and Fall II PSYC2301

- ENGL1301 must be paid in full by the last payment deadline for the 16 week semester to continue deferment for HIST1302 & PSYC2301.
- HIST1302 must be paid in full by the last payment deadline for the Start II semester to continue deferment for PSYC2301.

Payment deferments for students registered for multiple parts of terms will be processed as an installment plan at no charge. A $1.00 charge will appear on the student account until payment is made in full for all courses or the deferment is revoked, at which time the $1.00 charge is removed.

I understand any amount of tuition or fees not covered by TA or MyCAA is my responsibility once the semester begins, regardless if TA/MyCAA funding is applied to my account or not. I understand I am only guaranteed a 100% refund if courses are dropped within the 100% refund period, as established by the college.

Submit Forms in person to the Alamo Colleges Representative at your installation or scan and email to: dst-military@alamo.edu

<table>
<thead>
<tr>
<th>Check Source of Funding: ARMY</th>
<th>NAVY</th>
<th>AIR FORCE</th>
<th>MARINES</th>
<th>COAST GUARD</th>
<th>MYCAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Examples: HIST1302, BIOL2401</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Term: Select One</td>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
<td></td>
</tr>
<tr>
<td>College: Select One</td>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
<td>Select One</td>
</tr>
</tbody>
</table>

Deferment requests must be received before 3:00pm when submitted on payment deadline dates to be processed.

Form updated 11/21/14
Appendix 9, page 97

F.6.2 (Policy) Student Responsibility for Success
Responsible Department: Vice Chancellor for Student Success
Board Adoption: 10-25-11
Last Board Action: 10-25-11
Reviewed: 2-22-16

As members of the Alamo Colleges learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. 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 students integrate into the campus life.

Expectations and Student Responsibilities

I. Engagement

1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
3. Complete all requirements for admission, registration, and payment by deadlines;
4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
5. Meet all federal, state and local health care regulations.

II. Communication

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
4. Carefully consider the information provided by College personnel and make decisions using that information;
5. Check the Alamo Colleges’ Web Services regularly for emails, holds, student records, financial aid status and announcements;
6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.
F.6.2 (Policy) Student Responsibility for Success
Responsible Department: Vice Chancellor for Student Success
Board Adoption: 10-25-11
Last Board Action: 10-25-11
Reviewed: 2-22-16

III. Academic Success

1. Complete courses with passing grades and maintain in good academic standing (2.0 GPA) status;
2. Read and follow all syllabi;
3. Purchase textbooks and required supplies in a timely manner;
4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
5. Arrive to class with all needed materials and completed assignments for that class period;
6. Be attentive in class and actively participate as appropriate;
7. Devote sufficient time for studying;
8. Ensure integrity in all aspects of academic and career development;
9. Accurately represent one’s own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

IV. Self-Responsibility and Responsibility to Others

1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
4. Maintain respectful and appropriate behavior within and outside the classroom;
5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).
Purpose

The Alamo Colleges is committed to fostering an environment of thoughtful study and discourse. Shared values that guide the Alamo Colleges in fulfillment of its vision and mission also guide the systematic accumulation of standards of behavior that students must uphold as well as the responsibilities that they must accept according to policy. Thus, the principles set forth in our Values: Students First, Respect for All, Community-Engaged, Collaboration, Can-Do Spirit and Data-Informed Decision Making are the hallmarks of our Student Code of Conduct.

The Chancellor or designee(s) shall develop and promulgate a Student Code of Conduct that cites both standards of conduct and consequences (sanctions) for violations as well as procedures for the determination and appeal of violations and procedures for disciplinary hearings. The Student Code of Conduct applies to non-academic misconduct and conduct involving academic integrity. The Student Code of Conduct is published in its entirety among the Board of Trustees policies and in whole or in part in each college’s catalog, and student handbook.

All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. The act of applying to be an Alamo Colleges student is an explicit acceptance of the Alamo Colleges’ policies, procedures, regulations, and administrative rules. All students shall obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules. The Student Code of Conduct is a Board policy and procedure, and its violation is a violation of Board policy and procedures.

Structure

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to protect and foster the learning environment, to protect interests of the Alamo Colleges’ community, and to challenge those whose behavior is not in accordance with the code. When warranted, based on a preponderance of evidence obtained in an investigation of a violation, disciplinary sanctions are imposed and may include prescribed expectations of improvement in terms of various aspects of personal development, academic success, civility, and other measures of relevant success. Sanctions are intended to challenge a student’s moral and ethical decision-making and help them bring their behavior into accord with our community expectations.

The Student Code of Conduct Disciplinary Process is not a criminal or civil court proceeding but an internal administrative proceeding. Student conduct disciplinary proceedings are based on a fair assessment of facts and adjudicated on a preponderance of evidence. The procedure for the non-academic misconduct disciplinary process and the procedure for the academic integrity disciplinary process are set forth at F.4.2.1 and F.4.2.2 respectively.

Unless otherwise indicated, the Student Code of Conduct applies to offenses and violations on campus, on College District owned or controlled Property, and at College District Sponsored
Activities. The definition of “College District Property” contemplates that the use of College District information technology resources such as internet/intranet access (including WiFi, ACES, Learning Management System) and telecommunications devices (including telephones), and the electronic mail system in the commission of any offense require the offense to be considered to have occurred while physically on or using College District Property regardless of where the offense occurs.

Some violations of the Student Code of Conduct also may constitute violations of the Civil Rights Discrimination, Harassment and Retaliation Policy at H.1.2. If such violations have also been reported to Campus Police and the Title IX/Title VII/ADA/504 Coordinator, separate investigations may occur.

FLB(LEGAL) – Student Rights and Responsibilities: Student Conduct
FLBA(LEGAL) – Student Conduct: Student Dress
FLBC(LEGAL) – Student Conduct: Prohibited Organizations and Hazing
FLBE(LEGAL) – Student Conduct: Alcohol and Drug Use
FLBF(LEGAL) – Student Conduct: Weapons
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
Last Amended: 2-17-15
This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process
Reviewed: 2-22-16

The following is the disciplinary and appeal process for non-academic misconduct violations of the Student Code of Conduct (see Policy F.4.2).

General Definitions
The following General Definitions shall apply in the Student Code of Conduct:

1. **Student** - For the purpose of the Student Code of Conduct, the definition of student is a person who:
   a. is accepted for admission or readmission to one of the Alamo Colleges;
   b. is currently enrolled at one of the Alamo Colleges;
   c. has been enrolled at one of the Alamo Colleges in a prior term;
   d. is attending an additional program sponsored by one of the Alamo Colleges; or
   e. has engaged in prohibited conduct at a time when he or she met the criteria of (a), (b), (c) or (d).

2. **Board** – the Board of Trustees of the Alamo Community College District (“Alamo Colleges” or “College District.”)

3. **Administration or Administrator** – any President, Vice-President, or Dean at an individual college of the Alamo Colleges.

4. **Campus** - (a) any building or property owned or controlled by the College District within the same reasonably contiguous geographic area of the and used by the College District in direct support of, or in a manner related to, the College District’s educational purposes; and (b) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

5. **Chief Student Affairs Officer** – the Vice President for Student Success at an individual college.

6. **College District** - the Alamo Community College District including all of its colleges, other units and locations where the College District conducts programs and operations. **Alamo Colleges** is synonymous with the Alamo Community College District.

7. **College District Community** – College District students, guests, employees, Trustees, and contractors.
8. *College District Property* - all property owned, controlled, or leased by the College District, including vehicles operated by the College District and information technology resources such as internet access (WiFi, ACES, Learning Management System), telecommunications devices (including telephones), and the electronic mail system.

9. *College District Sponsored Activity* - any activity on or off College District Property initiated, approved, or supervised by the College District.

10. *Disciplinary Hearing Committee or Hearing Committee* – The committee appointed to hear Student Code of Conduct disciplinary decisions and issues appealed by the student.

11. *Student Conduct Officer* – an employee at a College who is authorized to investigate alleged violations of the Student Code of Conduct and impose sanctions upon any student(s) found in violation of the Student Code of Conduct. Not every College employee who investigates violations and administers student discipline has the job title of “Student Conduct Officer.” Not every College has a Student Conduct Officer. A Student Conduct Officer is often the designee of the Dean of Student Success or Vice President of Student Success.

12. *Preponderance of the evidence* means the greater weight of credible evidence (more likely than not).

**Non-Academic Misconduct**

In addition to any and all activities prohibited by law and College District policies, procedures, and college rules, the following is a nonexclusive list of behavior, conduct, or activity that is expressly prohibited on campus, on college district property, including a college operated vehicle, or at college district sponsored activities:

1. *Engaging in Inappropriate Behavior or Communications.* This contemplates behavior or communications that would be considered offensive, discriminatory, harassing, threatening, or in violation of other policies, rules, or laws, such as sexual or racially derogatory language as well as statements that are not directed at anyone in particular but are potentially threatening to the campus community. This definition includes engaging in a pattern of disrespectful, defiant, or uncivil behavior as determined in the discretion of the college or College District. This definition includes communication in any form, including but not limited to, oral, written, body
language, or electronic. This definition does not include behavior or communications that are protected by law.

2. Engaging in Disruptive or Threatening Behavior in the Classroom. A pattern of behavior that disrupts the flow of instruction, classroom or educational environment, interferes with the educational opportunities of other students, threatens the safety of students or the instructor, or otherwise violates the rules of behavior described in the class syllabus if the instructor believes his/her advisement or classroom management has not been effective.

3. Engaging in Disruptive or Threatening Behavior Other than in the Classroom. Behavior that disrupts the use or enjoyment of campus facilities, grounds, and activities by other students, or members of the College District community or threatens or potentially threatens the safety of students or other members of the College District community.

4. Bullying. Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that (a) that has the effect or will have the effect of emotionally or physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property, or (2) is sufficiently severe, persistent, or pervasive so that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The foregoing conduct is considered bullying if the conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct, and interferes with a student’s education or substantially disrupts the operation of a college.

5. Gambling. Participating in or promoting gambling activities. Making a bet on the partial or final result of a game or contest or on the performance of a participant in a game or contest; making a bet on the result of any political nomination, appointment, or election or on the degree of success of any nominee, appointee, or candidate; or playing and betting for money or other thing of value at any game played with cards, dice, balls or any other gambling device.

6. Criminal Conduct. Engaging in criminal behavior as defined by Texas or federal law, including but not limited disorderly conduct, public indecency, defacing public property, and damaging, destroying, and/or tampering with the tangible property of another (including the College District), or causing pecuniary loss or substantial inconvenience to another (including the College District).
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: F.4.2 - Student Code of Conduct

Approved: 4-30-10

Last Amended: 2-17-15

This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process

Reviewed: 2-22-16

7. Obscenity. Displaying or distributing obscene material which (in any form) when taken as a whole, lacks serious literary, artistic, political and scientific value, using profanity or obscenities in the classroom.

8. Pornography-Child or Other. Possessing or Promoting Child or other Pornography including but not limited to material that depicts a child younger than 18 years of age at the time the material was made engaging in actual or simulated sexual intercourse or lewd depiction of genital area(s). The use of the college district information technology resources to access pornography is prohibited.

9. Weapons. Unlawful carrying of weapons or use or possession of prohibited weapons, including firearms, knuckles, explosive weapons, illegal knives and clubs, or any object used or intended to be used as a weapon to harm another while on College District Property except as provided in Board Policy G.1.4 regarding concealed handguns or permitted by Texas law. The types of prohibited weapons are listed in section 46.02 of the Texas Penal Code.

10. Campus Disruption. Inciting, causing or participating in a campus disruption including but not limited to:

   a. Tampering with fire extinguishers, fire alarm boxes, smoke or heat detectors or other emergency or safety equipment anywhere on College District Property or at a College District Sponsored Activity.

   b. Ejecting objects from buildings or vehicles on College District Property or at a College District Sponsored Activity.

   c. Failing to leave a classroom, office or building when requested to do so by a faculty member, employee, police officer or Administrator.

   d. Any behavior that substantially disrupts the campus or educational environment creates an immediate danger of damage to property or injury to persons; substantially obstructs law enforcement or other governmental functions or services; or by force, threat of force or physical action deprives any person of a legal right or disturbs a person in the enjoyment of a legal right.

   e. Starting any fire unless doing so is appropriate as part of a College District Sponsored Activity (such as a lab or classroom activity) under appropriate faculty supervision.

   f. A report of a crime or wrongdoing or present, past, or future bombing, fire,
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
Last Amended: 2-17-15
This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process
Reviewed: 2-22-16

offense, or other emergency that is false or baseless and that would ordinarily cause action by Administration or the Police Department/law enforcement; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, place of assembly, or place to which the public has access.

11. Stalking. Repetitive and/or menacing pursuit following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community on the basis of actual or perceived membership in a protected class. Stalking involves an intentional course of repeated conduct or behavior over a period of time, directed at a specific person, or member of the specific person’s family or household or an individual with whom the specific person has a dating relationship which causes the person to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person’s property to feel harassed, annoyed, alarmed, abused, tormented, embarrassed or offended. See Policy on Civil Rights Discrimination, Harassment and Retaliation Policy at H.1.2.

12. Sexual Misconduct. Any sexual misconduct in violation of the Civil Rights Discrimination, Harassment and Retaliation Policy at H.1.2, including but not limited to sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and/or sexual exploitation. Sexual Misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex/gender discrimination, sexual assault, rape, stalking, and relationship violence (including domestic and dating violence).

13. Sexual violence. Sexual violence refers to physical acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because of an intellectual or other disability prevents the student from having the capacity to give consent). See Policy on Civil Rights Discrimination, Harassment and Retaliation Policy at H.1.2.

14. Dating Violence. An act, other than a defensive measure to protect oneself, by an actor that is committed against a victim: (a) with whom the actor has or has had a dating relationship; or (b) because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relations or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: F.4.2 - Student Code of Conduct

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This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process

Reviewed: 2-22-16

15. Domestic Violence/Family Violence. (1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself; (2) abuse, as that term is defined by sections 261(1), (C), (E), and (G), by a member of a family or household toward a child or the family or household; or (3) dating violence, as that term is defined by Section 71.0021 of the Texas Family Code.

16. Hate Crimes. Crimes that are motivated by prejudice, hatred, or advocacy of violence and defined by the Federal Hate Crime Act as crimes that manifest evidence of bias or prejudice against a group identified by race, color, disability, religion, national origin, ancestry, age, gender, or sexual orientation. Hate crimes include offenses such as murder, assault, kidnapping, arson, criminal mischief, and graffiti. Hate crimes are prohibited by Texas and federal law and this policy.

17. Assault. Causing physical injury to another person; Making threatening remarks or engaging in behavior that could reasonably be perceived as threatening by another person; or Aggressive or hostile behavior that creates a reasonable fear of injury to another person;

18. Theft. Appropriating an owner’s property without the owner’s effective consent.

19. Fraud. Fraudulent activity of any kind, including but not limited to:

   a. negotiating a stolen check or payment issued to another without the other person’s authorization;
   b. issuance of check with insufficient funds;
   c. forgery;
   d. presenting or using someone else’s credit or debit card, identification document, or Alamo cash card; or
   e. obtaining, possessing, transferring, or using the identity or identifying information of another person without the other person’s consent, to harm or defraud another.

20. Hazing. Hazing, soliciting, encouraging, directing, aiding, permitting or attempting to aid another in any intentional, knowing, or reckless act occurring on or off the College District Property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: F.4.2 - Student Code of Conduct

Approved: 4-30-10

Last Amended: 2-17-15

This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process

Reviewed: 2-22-16

maintaining membership in any organization whose members are or include other students.

21. Alcohol and Drug Use (see F.4.5 and F.4.5Ex) State or Federal law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages, and no student shall possess, use, or be under the influence of (legal intoxication not required) any controlled substance as defined by law unless legally prescribed. Use of alcoholic beverages is permitted at College District sponsored events only as specifically authorized in writing by the Chancellor.

22. Civil Rights Harassment. Harassment, including Sexual Harassment, motivated by race, color, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, or any other reason and directed toward any member of the College District Community that is sufficiently severe, persistent or pervasive to limit or deny an individual’s opportunities for education or benefits of the College District.

23. Non-Compliance. Failing to comply with lawful directions of College District officials or administration acting in performance of their duties, failing to comply with College District policies, procedures, regulations, and administrative rules.

24. Inappropriate Use of Information Technology. Violation of College District policies and procedures regarding use of information technology resources (see C.1.9 and C.1.9.1).

25. Unauthorized entry. Unauthorized entry into or use of College District Property, or allowing such entry or use by others.

26. Obstruction of Disciplinary Process. Obstruction or attempted obstruction of the disciplinary process (investigations, hearings, meetings, or proceeding), including failure to comply with the instructions of the Student Conduct Officer or Administrator or the guidelines of the sanction(s). Violations include but are not limited to:

a. Failure to obey the summons or notice by the Student Conduct Officer or Administrator, a disciplinary body, or other College District official.

b. Falsification, distortion or misrepresentation of information before a hearing officer or committee.

c. Disruption or interference of the orderly conduct of a disciplinary proceeding.
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F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
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d. Attempting to discourage participation in or use of the disciplinary process.
e. Attempting to influence the impartiality of a person or witness who participates in the Student Code of Conduct disciplinary or appeal process prior to, during, or after the course of a disciplinary or appeal proceeding or the testimony or appearance of a witness.
f. Harassment (verbal, non-verbal or physical) or intimidation of a person or witness who participates in the Student Code of Conduct disciplinary or appeal process, an individual who files a complaint, testifies, assists, cooperates with, or participates in any manner in the disciplinary or process.
g. Failure to comply with the sanction(s) imposed.
h. Influencing, or attempting to influence, another person to commit an abuse of the disciplinary or appeal process.

27. Retaliation. Retaliating in any way against a student, faculty member, or other employee who reported a Student Code of Conduct violation; a student who was accused of violating the Student Code of Conduct; any witness or participant in a Student Code of Conduct investigation or proceeding, whether involving non-academic misconduct or academic integrity violations; or any person who has reported a violation of law.

Initiation of Non-Academic Misconduct Case

When confronted with any non-academic misconduct violation of the Student Code of Conduct in or out of the classroom, college personnel are responsible for reporting the violation through the appropriate channels. A student may also report an alleged violation of the Student Code of Conduct or a complaint about another student’s alleged non-academic misconduct. In all instances, the report or complaint should be documented in writing. The report or complaint should be submitted immediately and may be submitted to the Chief Student Affairs Officer, Dean of Student Success, Student Conduct Officer, if any, or through any recognized electronic reporting system. In some cases, when the Alamo Colleges Police Department (Campus Police) is called a Campus Police report may also be generated.

Attempts to resolve the conflict with the student at the lowest level is strongly encouraged. All written communications and correspondence to a student in a non-academic misconduct case shall be through the Alamo Colleges assigned student email address and/or the physical address of record for the student. The college should request and monitor electronic receipt of the communications from the student.
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department:  Vice Chancellor for Student Success
Based on Board Policy:  F.4.2 - Student Code of Conduct
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Reviewed: 2-22-16

Exigent Circumstances Involving Maintaining Safety

In circumstances involving disruption, violence, threat or safety of the student or others, the student may be asked to leave the classroom or campus by the instructor. If necessary, aid in the removal of the student may be sought from the Department Chair, Administrative Leader or Campus Police. If the student is removed from the classroom, the Department Chair must be notified along with, if necessary, the Campus Police, Chief Student Affairs Officer, Dean of Student Success, or a designee. Letters requiring no contact between the students involved in the complaint (no-contact orders) or criminal trespass warnings may be issued. The President of the College will request in writing from the Alamo Colleges Police Department the issuance of a criminal trespass warning.

The Chief Student Affairs Officer, Dean of Student Success, or a designee may take interim action, up to and including suspension of a student immediately and without prior notice for an interim period, when there is reasonable indication that the student poses a substantial threat to himself/herself, to others, or to the stability and continuance of normal College District operations, including the learning environment. Interim action shall not delay or otherwise affect the initiation of other disciplinary proceedings related to the underlying alleged violation of the Student Code of Conduct, or the complaint or report of alleged non-academic misconduct.

Written notice of the interim action taken shall be provided to the student by the Chief Student Affairs Officer, Dean of Student Success, or designee. A student who is suspended on an interim basis shall be given an opportunity to appear before the Chief Student Affairs Officer, Dean of Student Success, or a designee within five (5) business days from the effective date of the interim suspension, to explain his/her conduct and respond to the allegations. The meeting between the student and the Chief Student Affairs Officer, Dean of Student Success, or designee may take place at any location within the College District and may be attended by Campus Police or anyone else deemed necessary by and within the sole discretion of the Chief Student Affairs Officer, Dean of Student Success, or designee.

Failure by the student to avail him/herself of the opportunity to meet with the Chief Student Affairs Officer, Dean of Student Success, or designee shall not affect the decision to impose interim suspension. The decision to impose interim suspension may be appealed in the same manner as other disciplinary actions. An interim suspension remains in place until overturned by the appropriate appeals officer(s), if at all.
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
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Complaint and Investigation

A report or complaint of an alleged violation of the Student Code of Conduct should be documented in writing or through the electronic reporting system. When the Chief Student Affairs Officer, Dean of Student Success, or designee receives information or a report that a student has allegedly violated the Student Code of Conduct, the Chief Student Affairs Officer, Dean of Student Success, or designee, such as the Student Conduct Officer, if any, shall investigate the alleged violation. An investigation may be hampered or may not take place if the complaint or report is anonymous. The person who conducts the investigation is deemed to be the “Investigator.” Some violations of the Student Code of Conduct also may constitute violations of the Civil Rights Discrimination, Harassment and Retaliation Policy at H.1.2. If such violations have also been reported to Campus Police and the Title IX/Title VII/ADA/504 Coordinator, separate investigations may occur.

During the investigation, the Investigator should summon the student in writing for a conference for further evaluation of the allegation(s), inform the student of the conduct and violation alleged, and provide the student an opportunity to respond to or dispute the allegation(s).

The summons shall direct the student to appear at a specified time and place not more than five (5) business days after the date of notification, unless otherwise agreed, to discuss the allegation(s) and give the student an opportunity to respond. The notification shall include a brief description of the conduct and violation alleged. If extenuating circumstances prevent the student from appearing at a face-to-face meeting, other arrangements may be made at the discretion of the Investigator. If the student refuses to meet with the Investigator, the record shall so reflect.

All written communications to the student concerning the Student Code of Conduct processes, discipline and appeals shall be sent only by e-mail to the student’s Alamo Colleges’ student e-mail address and/or certified letter, addressed to the student at the student’s home address as it appears in the student's record.

At a conference, the Investigator should create a positive dialogue with the student whenever possible with the goal of guiding the student to meet expectations, by:

1. Explaining the role of the Investigator;
2. Explaining the importance of the Student Code of Conduct;
3. Discussing the allegation and the behavior that led to the allegation; and
4. Allowing the student the opportunity to explain his/ or her behavior.

The Investigator may also interview any witnesses to the allegations in the complaint or report.

Administrative Disposition of Complaint and Violations

After the investigation is completed, one of the following will be decided:

1. To dismiss the complaint-reported allegations as unfounded based on the preponderance of the evidence; or

2. To proceed with disciplinary action because the allegations in the complaint or report are determined to be true based on the preponderance of the evidence.

If it is found that the allegations in the complaint or reported are unfounded, the reporter of the complaint will be notified in writing that his/her complaint or allegations of non-academic misconduct were investigated and determined to be unfounded based on a preponderance of the evidence, and the complaint/case is dismissed and closed. The reporter also will be notified that retaliation against the student who was accused of non-academic misconduct and any witness is strictly prohibited.

If it is decided to proceed with disciplinary action, (a) the Investigator will make findings of fact based on the preponderance of the evidence and report them in writing, (b) findings of responsibility will be made, and (c) the sanctions will be determined. Depending on the College, the nature of the allegations, and who conducts the investigation, the findings of responsibility and determination of sanctions may be made by the Investigator, Chief Student Affairs Officer, Dean of Student Success, or designee; or the findings of responsibility and/or determination of sanctions may be recommended or deferred by the Investigator to the Chief Student Affairs Officer, Dean of Student Success, or designee for determination.

Within five (5) business days after it is determined that the student will be found to be responsible and sanctions will be imposed, the Chief Student Affairs Officer, Dean of Student Success, or designee will send a letter to the student against whom the complaint was made to give written notice that the student was found responsible for certain violations and notice of the sanctions being imposed. The letter must state the following:

1. A description of the complaint or report made against the student;

2. Each finding of Responsibility;

3. That the findings were based on a preponderance of the evidence;
Appendix 11, page 104

F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
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This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process
Reviewed: 2-22-16

4. The provisions of the Student Code of Conduct and any Board policies violated;
5. A description of how the cited provisions were violated;
6. The disciplinary sanction(s) being imposed and their duration;
7. Notification of the student’s right to appeal, including deadlines; and
8. Retaliation against the person who reported the complaint and any witnesses is strictly prohibited.

After disciplinary action is communicated to the student against whom a complaint was made, the reporter of the complaint will be notified in writing that his/her complaint or allegations of non-academic misconduct have been investigated, and of the disciplinary sanctions imposed on the student who was found responsible.

Disciplinary Action (Sanctions)

The following are possible sanctions that may be imposed upon students or organizations singly or in combination:

1. **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any Alamo Colleges policy, procedure or directive may result in more severe sanctions/responsive actions.
2. **Administrative Hold:** Registration, transcript or degree may be withheld for a student who fails to pay a debt owed to the college or who has a disciplinary case pending final disposition. The penalty terminates upon payment of the debt or final disposition of the case.
3. **Educational Enrichment:** A disciplinary action designed to advance student learning which may include self-help workshops, seminars, counseling, etc.
4. **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Alamo Colleges’ policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate. If a student is found responsible for a second violation of the Student Code of Conduct while on probation, additional and more severe sanctions may be imposed up to and including expulsion.
5. **Suspension**: Termination of student status for a definite period of time not to exceed two years, and until specific criteria are met. Criteria may include an administrative conference, petition to return to the Alamo Colleges, or other documentation required by the Chief Student Affairs Officer or designee. Students who return from suspension are subject to all application processes and automatically placed on probation for one calendar year. This sanction may be noted as a Conduct Suspension on the student’s official transcript.

6. **Expulsion**: Permanent termination of student status and permanent revocation of the right to enroll at any Alamo College. Expulsion may include any right to access the College campus or college events. See definition of campus in General Definitions above. Before a sanction of expulsion is imposed, the President of the College shall automatically review and approve or reverse every expulsion upon concurrence by the Chancellor. This sanction may be noted as a Conduct Expulsion on the student’s official transcript.

7. **Withholding Diploma**: The Alamo Colleges may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.

8. **Revocation of Degree**: The Alamo Colleges reserves the right to revoke a degree awarded from the Alamo Colleges for fraud, misrepresentation, or other violation of Alamo Colleges policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

9. **Organizational Sanctions**: Deactivation, de-recognition, loss of all privileges (including University registration) for a specified period of time.

10. **Other Actions**: In addition to or in place of the above sanctions, the Alamo Colleges may assign any other sanctions as deemed appropriate, including removal from course(s), no-contact orders, and criminal trespass warning(s) (CTW). Removal from course(s) are subject to all admissions, records, and payment deadlines and rules. A criminal trespass warning (CTW) is notice by the college or College District that entering or remaining on campus or campus property is forbidden until the administrator who issues the CTW suspends or terminates the CTW. The Alamo Colleges Police Department may detain a student or other person for violating a criminal trespass warning and may arrest the violator to the Bexar County Jail for possible prosecution by the County District Attorney for violating the criminal
trespass statute at Texas Penal Code §30.05.

All sanctions imposed initially remain in place throughout the appeal hearing process and thereafter, if upheld.

**Appeal of Findings and Sanctions Not Involving Suspension or Expulsion**

A student may appeal the Findings of Responsible, the sanctions imposed, or both. A student may submit a written appeal of Findings and sanctions not involving suspension or expulsion to the Chief Student Affairs Officer within five (5) business days of the date of the letter that notifies the student of the findings of Responsibility and sanctions (disciplinary action). The written request for appeal should state whether the student is appealing the findings, the sanctions imposed, or both, and the grounds for the appeal. Mere dissatisfaction with the findings and/or sanctions is not sufficient to invoke the appeal process. The Chief Student Affairs Officer or designee shall acknowledge receipt of the appeal in writing to the student.

**Notice of Appeal Meeting Not Involving Suspension or Expulsion**

The Chief Student Affairs Officer or designee will hear the appeal and shall notify the student who has submitted the appeal by letter of the date, time, and place for the meeting to hear the appeal, which should, if practicable, take place within 10 business days after the date of the letter but in no event more than 30 days after the date of the letter. If the student is a minor (under the age of 18 years), the written notice of meeting shall also be sent to the parent(s) listed among the college records. If deemed necessary, the hearing date may be rescheduled by the Chief Student Affairs Officer or designee or otherwise by mutual agreement of the Chief Student Affairs Officer or designee and the student.

The written notice of appeal meeting from the Chief Student Affairs Officer or designee will contain the following and address any other matters that need to be addressed:

1. Direct the student to appear on the date, time, and place specified.
2. State the allegations of the complaint made against the student. Sufficient detail to apprise the student of the allegation(s) and the potential consequences of the sanctions imposed to enable the student to prepare a response should be provided.
3. State the Findings for which the student was found responsible based on the preponderance of the evidence, cite the Student Code of Conduct provisions and any Board policies violated, and state the sanctions imposed.
4. Advise the student of the following:
   a. The appeal hearing is an informal and internal administrative meeting.
   b. The student may appear in person at the hearing with a parent or legal guardian if the student is a minor, or legal counsel in an advisory capacity and not an advocate. If the student will be accompanied by legal counsel, the student must inform the person who issued the notice of hearing letter at least 72 hours prior to the commencement of the hearing. The student is required to present the student’s case and conduct any examination of witnesses and presentation of argument. An attorney may only serve as advisor to the student.
   c. The identity of each witness who may testify for the College District (unless the witness is called to rebut testimony of the student or the student's witness(es).
   d. The student may call witnesses and may examine and cross examine any witness. The student must disclose the identity of his/her witnesses to the Chief Student Affairs Officer or designee at least 48 hours prior to the commencement of the appeal hearing. The student is responsible for getting his/her witnesses to the hearing.
   e. A list of the documents and other tangible evidence that may be offered as evidence by the College at the appeal hearing. The student may request from the Chief Student Affairs Officer or designee copies of the documents at least 72 hours prior to the commencement of the hearing. The student must provide a list of the documents and other tangible evidence the student intends to offer at the hearing, at least 48 hours prior to the commencement of the hearing. The list should be submitted to the Chief Student Affairs Officer or designee.
   f. Hearings are not typically recorded by the College, but the College reserves the discretion to record any hearing. The student will be provided with a copy of any recording. If the student records the hearing, the student will provide a copy to the Chair of the Disciplinary Hearing Committee.
   g. The consequences of a failure to appear at the hearing.
   h. The decision of the Chief Student Affairs Officer or designee who conducts the appeal meeting is final.

**Failure to Comply with Notice of Appeal Meeting**

The Chief Student Affairs Officer or designee who is hearing the appeal of findings and sanctions for less than suspension or expulsion has the discretion to proceed with the Appeal Meeting in the student's absence and decide the appeal based on the evidence presented by the College or the written record before the officer.
Appeal Meeting Process

The Appeal Meeting will be conducted informally and proceed generally as follows:

1. The Dean of Student Success or designee will present the College’s case by discussing:
   a. the complaint and allegations;
   b. the fact findings of the Investigator;
   c. the decision made on Responsibility and provisions of the Student Code of Conduct made;
   d. the sanctions imposed; and
   e. presenting any witnesses.

2. The student will be allowed the opportunity to examine any witnesses presented by the College.

3. The student will be allowed the opportunity to present his/her case, explain why the findings should be reversed, explain why the sanctions should be reversed or reduced, and present any witnesses.

4. The college will be given an opportunity to examine the student’s witnesses.

5. The officer hearing the appeal will conclude the Meeting and render a decision within five (5) business days. The decision will be final.

Appeal Hearing Record – Appeals of Less Than Suspension or Expulsion

The record shall include:

1. Copies of the report or complaint that gave rise to the investigation of alleged violations of the Student Code of Conduct, the letter notifying the student of the findings of the investigation and sanctions imposed, and the letter notice of hearing;

2. All documentation and evidence considered or reviewed by the Committee, such as the student’s request for an appeal, the acknowledgment of the appeal, the investigative report, if any, relevant Board Policies, and exhibits offered at the hearing; and

3. The letter notifying the student of the Chief Student Affairs Officer’s or designee’s decision and disposition of the appeal.

The Chief Student Affairs Officer or designee informs the student and President of the decision and disposition. The hearing record shall be kept separate from the student's
Appends 11, page 104

F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
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This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process
Reviewed: 2-22-16

academic record however; the decision and sanctions imposed may be incorporated as appropriate into the student's academic record.

Appeals of Findings and Sanctions Involving Suspension or Expulsion
When a student wishes to appeal Findings of Responsibility and a suspension or expulsion of a violation, he/she is entitled to a hearing before a Disciplinary Hearing Committee. The student must make the request to appeal to the Chief Student Affairs Officer in writing on or before the fifth (5th) business day from the date of the letter notifying the student of the findings and sanctions.

Disciplinary Hearing Committee – Appeals Involving Suspension or Expulsion
The Chief Student Affairs Officer shall report the request for an appeal to the College President. The Disciplinary Hearing Committee shall be selected by the Chief Student Affairs Officer or designee and membership may consist of five individuals as follows:
1. Two students;
2. One full-time faculty member;
3. One staff member;
4. One administrative officer.

The student members of the committee shall be selected from a pool of students who are in good academic standing and do not have any previous student code of conduct violations. The Chief Student Affairs Officer or designee shall appoint one of the Disciplinary Hearing Committee members to chair the committee.

The Chief Student Affairs Officer or a designee shall represent the College before the Disciplinary Hearing Committee and present evidence to support the allegations of violations of the Student Code of Conduct. The Chief Student Affairs Officer or a designee may consult with legal counsel.

Notice of Hearing - Appeals involving Suspension or Expulsion
The Chair of the Disciplinary Hearing Committee shall notify the student who has submitted the appeal by letter of the date, time, and place for the hearing, which should, if practicable, take place within 10 business days after the date of the letter but in no event more than 30 days after the date of the letter. If the student is a minor (under the age of 18 years), the written notice of hearing shall also be sent to the parent(s) listed among the
Appendix 11, page 104

F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
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Reviewed: 2-22-16

college records. If deemed necessary, the hearing date may be rescheduled by the Chief Student Affairs Officer or designee or otherwise by mutual agreement of the Chief Student Affairs Officer or designee and the student.

The written notice of hearing from the Chair of the Disciplinary Hearing Committee will contain the following and address any other matters that need to be addressed:

1. Direct the student to appear on the date, time, and place specified.
2. State the allegations of the complaint made against the student. Sufficient detail to apprise the student of the allegation(s) and the potential consequences of the sanctions imposed to enable the student to prepare a response should be provided.
3. State the Findings for which the student was found responsible based on the preponderance of the evidence, cite the Student Code of Conduct provisions and any Board policies violated, and state the sanctions imposed.
4. Advise the student of the following:
   a. The appeal hearing is a non-public, internal administrative hearing.
   b. The student may appear in person at the hearing with a parent or legal guardian if the student is a minor, or legal counsel in an advisory capacity and not an advocate. The student, and not any other person, is required to present his/her case and may question the witnesses. The student shall notify the Chief Student Affairs Officer at least 72 hours prior to the commencement of the hearing that an attorney will be present at the hearing. An attorney on behalf of the College and College district may be present at any hearing as an advisor.
   c. The identity of each witness who may testify for the College District (unless the witness is called to rebut testimony of the student or the student's witness(es).
   d. The student may call witnesses and may examine and cross examine any witness. The student must disclose the identity of his/her witnesses to the Chair of the Disciplinary Hearing Committee at least 48 hours prior to the commencement of the appeal hearing. The student is responsible for getting his/her witnesses to the hearing.
   e. A list of the documents and other tangible evidence that may be offered as evidence by the College at the appeal hearing. The student may request from the Chair of the Disciplinary Hearing Committee copies of the documents at least 72 hours prior to the commencement of the hearing. The student must provide a list of the documents and other tangible evidence the student intends to offer at the
hearing, at least 48 hours prior to the commencement of the hearing. The list should be submitted to the Committee Chair.

f. Hearings are not typically recorded by the College, but the College reserves the discretion to record any hearing. The student will be provided with a copy of any recording. If the student records the hearing, the student will provide a copy to the Chair of the Disciplinary Hearing Committee.

g. The consequences of a failure to appear at the hearing.

h. The decision of the Disciplinary Hearing Committee is final.

**Failure to Comply with Notice**

The Chair of the Disciplinary Hearing Committee and/or the Chief Student Affairs Officer or designee who is presenting the College’s case, on behalf of the College District and at their discretion, proceed with the hearing and decision in the student's absence.

**Appeal Hearing Procedure – Appeals of Suspension or Expulsion**

The Disciplinary Hearing Committee shall proceed generally as follows during the hearing:

1. The student is greeted and the name is stated for the record. The members of the Disciplinary Hearing Committee and other persons present in the room will be announced.

2. The Committee Chair will briefly state the purpose for the hearing (whether findings, sanctions or both are being appealed).

3. The Chief Student Affairs Officer or designee presenting the College’s case will distribute as an exhibit the letter sent to the student to give notice of the findings and sanctions imposed. The officer will present the College's case, call witnesses, and question the student and student’s witnesses.

4. The student will present his or her response, offer oral or documentary evidence, offer any rebuttals or arguments, and question witnesses.

5. The Chief Student Affairs Officer or designee and the student may present rebuttal evidence and argument.

6. Committee members may question witnesses, including the student.

7. All evidence shall be offered to the Disciplinary Hearing Committee and made part of the record.
8. The Disciplinary Hearing Committee shall make its decision strictly upon the evidence (oral and documentary) presented at the hearing.

9. After the Disciplinary Hearing Committee renders a decision, the Chair, on behalf of the Committee, shall:
   a. Notify the student in writing of the committee’s decision as to the findings and sanctions and that the standard used was a preponderance of the evidence.
   b. Include in the statement its reasons for the finding(s).
   c. State the decision is final.
   d. Sign the letter.

10. The Disciplinary Hearing Committee Chair informs the Chief Student Affairs Officer or designee, and President of the decision and disposition.

**Decision on Appeal of Findings and Sanctions of Suspension and Expulsion**

In rendering a decision, the Disciplinary Hearing Committee may affirm the decision of the Chief Student Affairs Officer or designee as to findings and/or sanctions; amend or modify the decision; reverse the decision and dismiss the charge(s); hold the decision in abeyance and send the matter back for further investigation by the Chief Student Affairs Officer or designee; or recommend new sanction(s) based on significant new evidence presented at the appeal hearing or new violations disclosed at the hearing. The decision should be rendered as soon as practicable, within five (5) business days of the hearing (unless further investigation is warranted and in that case, within 10 business days of completion of further investigation to the satisfaction of the Disciplinary Hearing Committee). The decision of the Disciplinary Hearing Committee is final.

**Appeal Hearing Record – Appeals of Suspension or Expulsion**

The Disciplinary Hearing Committee’s record shall include:

1. Copies of the report or complaint that gave rise to the investigation of alleged violations of the Student Code of Conduct, the letter notifying the student of the findings of the investigation and sanctions imposed, and the letter notice of hearing;

2. All documentation and evidence considered or reviewed by the Committee, such as the student’s request for an appeal, the acknowledgment of the appeal, the investigative report, if any, relevant Board Policies, and exhibits offered at the hearing;

3. The letter notifying the student of the Committee’s decision and disposition; and

4. A transcript or electronic record of the hearing, if any.
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
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This document replaces the current F.4.2.1 (Procedure) Student Code of Conduct and F.4.2.2 (Procedure) Non-Academic Misconduct Disciplinary Process
Reviewed: 2-22-16

The Disciplinary Hearing Committee Chair informs the student, Chief Student Affairs Officer or designee, and President of the decision and disposition. The hearing record shall be kept separate from the student's academic record however; the decision and sanctions imposed may be incorporated as appropriate into the student's academic record.

Timelines – All Appeals
"Days" means business days unless specified otherwise. The timelines set forth in this procedure are maximums and, whenever possible, the specified action should be taken within a shorter period of time. Time limits may be extended at the discretion of the Chief Student Affairs Officer or designee for circumstances such as unavailability of key personnel due to leave, absence or emergency closures, holidays, or semester breaks. The College shall send a written confirmation of the extension to the student.

The College shall make every practicable attempt to administer the complaint/disciplinary/appeal process timely. Should it fail to do so, however, its untimeliness shall not constitute a violation of the student’s rights, and the College’s failure to administer the process timely cannot be used against the College to resolve any ultimate matter of fact.

Evidence – All Appeals

Legal rules of evidence do not apply to hearings or meetings involving the disciplinary and appeal process. Evidence tending to prove or disprove the allegations will be considered. Irrelevant, immaterial and unduly repetitious evidence and evidence deemed not reasonably reliable or authentic shall be excluded. If the student chooses not to testify or present his/her case, the student may nonetheless be questioned, but the student may refuse to answer. If the student refuses to testify or answer or present his/her case, only the evidence presented by the College will be considered in rendering a decision. If the student does testify or present evidence, he/she may be questioned by the Officer presenting the College’s case or committee members.

Privileged communications between a student and a member of the professional counseling staff will be recognized. However, if the information disclosed presents an actual or threatened harm to the health, safety or wellbeing of any person (including the student), the information may be used for any appropriate purpose, including referral to the Strategies of Behavioral Intervention (SOBI) process.
F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
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FLB(LEGAL) – Student Rights and Responsibilities: Student Conduct
FLBA(LEGAL) – Student Conduct: Student Dress
FLBC(LEGAL) – Student Conduct: Prohibited Organizations and Hazing
FLBE(LEGAL) – Student Conduct: Alcohol and Drug Use
FLBF(LEGAL) – Student Conduct: Weapons
F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
Last Amended: 2-17-15
This document replaces F.4.2.3 Academic Integrity Disciplinary Process
F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.
Reviewed: 2-22-16

Following is the disciplinary and appeal process for academic integrity violations of the Student Code of Conduct (see Policy F.4.2).

**General Definitions**

The following General Definitions shall apply in the Student Code of Conduct:

1. **Student** - For the purpose of the Student Code of Conduct the definition of student is a person who:
   a. is accepted for admission or readmission to one of the Alamo Colleges;
   b. is currently enrolled at one of the Alamo Colleges;
   c. has been enrolled at one of the Alamo Colleges in a prior term;
   d. is attending an additional program sponsored by one of the Alamo Colleges: or
   e. has engaged in prohibited conduct at a time when he or she met the criteria of (a), (b), (c) or (d).

2. **Board** – the Board of Trustees of the Alamo Community College District ("Alamo Colleges" or “College District.”)

3. **Administration or Administrator** – any President, Vice-President, or Dean at an individual college of the Alamo Colleges.

4. **Campus** - (a) any building or property owned or controlled by the College District within the same reasonably contiguous geographic area of the and used by the College District in direct support of, or in a manner related to, the College District’s educational purposes; and (b) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

5. **Chief Academic Affairs Officer** – the Vice President for Academic Success at an individual college.

6. **College District** - the Alamo Community College District including all of its colleges other units, and locations where the College District conducts programs and operations. *Alamo Colleges* is synonymous with the Alamo Community College District.
F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process

Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
Last Amended: 2-17-15
This document replaces F.4.2.3 Academic Integrity Disciplinary Process
F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.
Reviewed: 2-22-16

7. **College District Community** – College District students, guests, employees, Trustees, and contractors.

8. **College District Property** – all property owned, controlled, or leased by the College District, including vehicles operated by the College District and information technology resources such as internet access (WiFi, ACES, Learning Management System), telecommunications devices (including telephones), and the electronic mail system.

9. **College District Sponsored Activity** – any activity on or off College District Property initiated, approved, or supervised by the College District.

10. **Academic Integrity Panel** – The committee appointed to hear an appeal of academic integrity violations of the Student Code of Conduct.

**Academic Integrity Violations**

Academic integrity violations cover conduct involving scholastic dishonesty. It is a violation of the Student Code of Conduct to engage in the following conduct:

1. **Sale of Academic Product.** Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person’s preparation of an Academic Product to satisfy the other person’s academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product. Academic Product includes but is not limited to a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.

2. **Academic Enticement or Influence.** Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties.
3. **Academic Misconduct** - the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.

4. **Cheating** - the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

5. **Fabrication** – intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

6. **Collusion** - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

7. **Plagiarism** - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

**Initiation of Academic Integrity Case**

Faculty members are responsible for reporting academic integrity violations, but other college personnel and students also may report suspected violations. If a faculty member finds that a student is in violation of academic integrity standards, the faculty member shall document the act by completing the and submitting Academic Integrity Report Form at F.4.2.3.F with attaching relevant evidence to the Chief Academic Affairs Officer. If the violation was reported by College personnel or a student, the Chief Academic Affairs Officer or designee will be responsible for completing and submitting the Academic Integrity Report form and attaching the relevant evidence.

The faculty member shall:
**F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process**

Responsible Department: Vice Chancellor for Student Success  
Based on Board Policy: F.4.2 - Student Code of Conduct  
Approved: 4-30-10  
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This document replaces F.4.2.3 Academic Integrity Disciplinary Process  
F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.  
Reviewed: 2-22-16

1. Contact the student within five (5) business days to notify the student of the violation and request a meeting on/at a designated date, time and to explain the procedures and possible sanctions and notify the student of the opportunity to explain the alleged violation.

2. At the meeting, the faculty member shall provide the student a copy of this procedure and Policy F.4.2, review the violation found with the student and allow the student to explain the incident. The Chair of the Department or designee shall be present at the meeting.

**Administrative Disposition of Alleged Violation**

After meeting with the student, the faculty member may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge of a violation.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

If the charge is dismissed, the faculty member shall inform the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will give written notice within five (5) business days to the student of the dismissal of the charge.

Sanctions 2 – 4 above shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member’s decision, the form shall be submitted electronically to the Chief Academic Affairs Officer and the paper copy shall be filed in the department office.

If the student disagrees with or contests the decision of the faculty member, the faculty member submits the Academic Integrity form within five (5) business days to the Department Chair, or the respective Dean or Dean’s designee if the faculty member is also a Chair, for review of the decision and sanction(s). The student shall continue to attend all class sessions and meet all course requirements during the appeal process. Any reduced grade will not be recorded at this time.

The decision of the Chair shall occur within five (5) business days and be recorded on the Academic Integrity form. If the student agrees with the decision, the form shall be
F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process

Responsible Department:  Vice Chancellor for Student Success
Based on Board Policy:  F.4.2 - Student Code of Conduct
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F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.
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submitted electronically to the Chief Academic Affairs Officer, and the paper copy shall be filed with the department office. If the student disagrees with the decision of the Chair, the matter proceeds within five (5) business days to the Academic Integrity Panel. The electronic form shall be maintained by the Chief Academic Affairs Officer and a paper copy shall be filed with the department office.

Appeal of Violation and Sanctions

The Chief Academic Affairs Officer activates the Academic Integrity Panel. Members are drawn from the Academic Integrity Committee from which five members can be asked to serve when needed. The Academic Integrity Committee shall consist of a pool of members (8 -12) that shall include:

• 4-6  Full-time Faculty members;
• 2-3 members of the Professional Staff;
• 2-3 members of the student body.

All members of the Academic Integrity Committee shall serve two years and receive due process training. The Chief Academic Affairs Officer or designee shall notify all parties in writing of the date, time and location of the hearing.

The Academic Integrity Panel shall consist of the following:

• 2  full-time faculty members;
• 1 staff member;
• 1 student support staff;
• 1 member of the student body.

A Chair shall be elected from the Academic Integrity Panel to lead the proceedings.

Within five days of receiving an Academic Integrity Report Form, the Chief Academic Affairs Officer will notify all parties in writing of the date, time and location of the hearing. At the hearing, the student will meet with the faculty member and Academic Integrity Panel to hear the charges and faculty member’s explanation, and present his/her side of the case. The Panel may question the faculty member and the student. The student may question the faculty member. The College or student may present other witnesses, and each may ask questions of the witnesses.
F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process

Responsible Department:  Vice Chancellor for Student Success
Based on Board Policy:  F.4.2 - Student Code of Conduct
Approved:  4-30-10
Last Amended:  2-17-15
This document replaces F.4.2.3 Academic Integrity Disciplinary Process

F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.
Reviewed: 2-22-16

The student may appear in person at the hearing with a parent or legal guardian if the student is a minor, or legal counsel in an advisory capacity and not an advocate. The student, and not any other person, is required to present his/her case and may question the witnesses. The student shall notify the Chief Academic Affairs Officer at least 72 hours prior to the commencement of the hearing that an attorney will be present at the hearing. An attorney on behalf of the College and College district may be present at any hearing as an advisor.

If the student misses the hearing, the faculty member and Academic Integrity Panel may proceed with the hearing. The Academic Integrity Panel will consider any evidence submitted at the hearing, and question the faculty member and any other witnesses presented by the College.

The Academic Integrity Panel has five (5) business days in which to make its decision. The Panel may uphold (affirm) or reverse the decision of and sanctions imposed by the faculty member. The decision of the Academic Integrity Panel is final and should be recorded on the academic integrity form. The Academic Integrity Panel will communicate its decision to the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will notify the student in writing of the decision of the Academic Integrity Panel. Notification will also be provided to the faculty member.

After the Chief Academic Affairs Officer receives the Academic Integrity Panel’s decision and the completed Academic Integrity Report Form, the student’s history of academic integrity violations will be reviewed and if the accusation of the violation is upheld, further sanctions may be applied if the circumstances of the violation warrant this (i.e., repeat behavior, multiple incidents, severely egregious offense, etc). Such sanctions may include, but are not limited to, probation, expulsion, counseling, mandatory attendance in an academic integrity class, and denial of degrees/certificates (up to and including permanent denial). In the case of denial of degrees/certificates, the college reserves the right to contact transfer partners to provide corrected transcripts without the approval of the student.

Communications and Correspondence

All written communications to the student concerning the Student Code of Conduct and Academic Integrity processes, discipline and appeals shall be sent only by e-mail to the
F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 4-30-10
Last Amended: 2-17-15
This document replaces F.4.2.3 Academic Integrity Disciplinary Process
F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document.
Reviewed: 2-22-16

student’s Alamo Colleges’ student e-mail address and/or certified letter, addressed to the student at the student’s home address as it appears in the student’s record.

Retaliation Prohibited

Retaliating in any way against a student, faculty member, or other employee who reported a Student Code of Conduct violation; a student who was accused of violating the Student Code of Conduct; or any witness or participant in a Student Code of Conduct investigation or proceeding, whether involving non-academic misconduct or academic integrity violations, is strictly prohibited and subject to disciplinary action.

Timelines

"Days" means business days unless specified otherwise. Time limits may be extended at the discretion of the Chief Academic Affairs Officer or designee for circumstances such as unavailability of key personnel due to leave, absence or emergency closures, holidays, or semester breaks. The College shall send a written confirmation of the extension to the student.

The College shall make every practicable attempt to administer the complaint/disciplinary/appeal process timely. Should it fail to do so, however, its untimeliness shall not constitute a violation of the student’s rights, and the College’s failure to administer the process timely cannot be used against the College to resolve any ultimate matter of fact.
F.4.2.3.F (Form) Academic Integrity Report Form
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Conduct
Approved: 4-30-10
Last Amended:

ACADEMIC INTEGRITY REPORT FORM

Date: ____________  Course: _________________________________  Semester: _________
Student: ______________________________________  Instructor: ______________________
Student SSN: ____________________________

Description of incident: __________________________________________________________
_____________________________________________________________________________

(attach additional sheets if necessary)

Meeting with student held: □ Yes
□ No – Reason __________________________________________

If student is completely unavailable for a meeting, instructor will provide his/her decision and sign form. Form is scanned, electronic copy to Chief Student Affairs Officer, paper filed with department.

Instructor’s decision, with supporting documentation____________________________________
_____________________________________________________________________________

(attach additional sheets if necessary)

Instructor’s signature: ________________________________________  Date: ______________

Student: I (□ agree □ disagree) with the decision of the instructor.

Student’s Comments:____________________________________________________________
_____________________________________________________________________________

(attach additional sheets if necessary)

Student’s signature: ______________________________________  Date: _________________

If student is in agreement, the form and any attached sheets are scanned, electronic copy goes to Chief Student Affairs Officer, paper filed in department. If student disagrees, form should be sent immediately to chair* with date noted below:

FLAG: The Chair* must review and sign before or on _________________ (5 business days after date of student’s signature). (date)

Chair’s* decision: _____________________________________________________________
_____________________________________________________________________________

Chair’s* signature: _________________________________________Date: ________________
F.4.2.3.F (Form) Academic Integrity Report Form

Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success

Based on Board Policy: F.4.2 - Student Conduct

Approved: 4-30-10

Last Amended:

_____________________________________

Faculty member: I (☐ agree ☐ disagree) with the decision of the Chair*.

Faculty Member’s signature: __________________________ Date: ______________

Student: I (☐ agree ☐ disagree) with the decision of the Chair*. (signature line on next page)

Student’s signature: __________________________ Date: ______________

If student and faculty member are in agreement, the form and any attached sheets are scanned, electronic copy goes to Chief Student Affairs Officer, paper filed in department. If either disagrees, form should be sent immediately to Academic Integrity Committee with date noted below:

FLAG: The Academic Integrity Committee must notify the Chief Student Affairs Officer of the need to convene an Academic Integrity Panel and notification of the date to convene must be sent to student and faculty member before or on __________ (5 business days after student’s or faculty member’s second signature).                      (date)

Decision of Academic Integrity Panel: _______________________________ (uphold or reverse Chair’s* decision)

_____________________________________

Date: __________________________

Signature: __________________________ Print Name: ______________________

Signature: __________________________ Print Name: ______________________

Signature: __________________________ Print Name: ______________________

Signature: __________________________ Print Name: ______________________

Signature: __________________________ Print Name: ______________________

Form and any attached sheets are scanned, electronic copy sent to Chief Student Affairs Officer and Chief Academic Affairs Officer, paper filed in appropriate department. A written notification of the Panel’s decision is sent within 5 business days to student and faculty member. Decision of the Panel is final.

*Dean or dean’s designees if chair is not available.
The success of the Alamo Colleges will be measured by the success of its students. The Alamo Colleges will consistently focus on student success, on learning outcomes and on creating a “Culture of Evidence.” The intent is for all student cohorts to achieve equity in academic performance and completion. Regular reports on progress in achieving student success will be presented to the Board of Trustees on a semester and annual basis. Our mission, values, strategic plan, policies and budget decisions will reflect convictions about the importance of success and equity for all students. The Alamo Colleges will rely upon evidence about student progress to make strategic decisions and allocate resources. The Alamo Colleges will promote collaboration across the organization and among various groups, by achieving consensus on the measures of student success, and by stressing that student success is everyone’s business. Institutional change affects the culture and strategic operation of an institution and goes beyond programmatic interventions. It is to be driven by a shared vision to improve student outcomes and success through significant and continuous improvements to our policies, structures, programs, curriculum, services, and resources, and to create opportunities for a more successful overall college experience.

Principles and Measures of Student Success:

PRINCIPLES:

• Comprehensive strategic planning sets success goals and measures for improving student outcomes;
• Organizational structures, policies and practices support student success values and priorities;
• Commitment to eliminating achievement gaps among all student groups with a student-centered vision that addresses diversity of preparedness and needs.
• Student success goals, including targets for student cohorts (e.g., male/female, ethnicity), describe expectations and progress toward these goals are monitored on a regular, on-going basis;
• Focus on gaps reflected in the data and determine and employ modifications of our key strategies to improve equity outcomes.
• Planning and budgeting processes are aligned and reflect student success goals and priorities and adhere to the dashboard measures;
• Broad engagement of multiple stakeholders, including Education, business and community partnerships, are designed to improve transitions from high school to college and the workplace and fosters a common understanding and deeper commitment to student success improvement goals;
F.6.1 (Policy) Student Success
Responsible Department: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Board Adoption: 10-26-10
Last Board Action: 5-19-15

• Instructional practices incorporate sound principles of teaching/learning theory to enhance learning outcomes;

• The Alamo Colleges are a learning organization, and all college employees are expected to grow in their professional roles in support of the student success agenda;

• The Alamo Colleges’ performance evaluation process will ensure that all college employees have a clear understanding of their role in helping students succeed and be held accountable for improvements.

MEASURES:

• Diversity goals address gaps in student outcomes across populations particularly among low-income students, students of color, and their peers;

• Improvement rates are measured constantly and drive strategy development for improvements in:
  o Course completion
  o productive grade rates
  o retention
  o persistence
  o transfer
  o employment
  o licensure
  o graduation

• Overall success rates in developmental math, reading and writing, transition to college courses and overall success rates of both developmental and non-developmental courses are continuously monitored.

• Annually assess equity issues, including disaggregating measures listed above, and use the data to improve results

ACTIONS:

The organizational structures, policies, and practices that support student success values and priorities include the following set of actions. The Alamo Colleges are instituting long-term,
institutions-wide procedures that support and promote student engagement and commitment to learning while requiring strategies that are proven to increase student success. Procedures will be developed for the following:

- **Admissions and Registration**—Timely and efficient deadlines to maximize students’ enrollment and engagement in classes
- **Preparation for Entering College**—Activities to inform and prepare prospective students regarding college-readiness skills and reviews to ensure highest performance on placement assessments
- **Selection of a Certificate/Degree Plan**—Processes for students to understand their options for transfer and/or career fields and to develop plans to meet desired goal
- **College Preparatory Requirements**—Pathways for students to gain the required college-readiness skills to enter and to be successful in achieving their goal
- **Comprehensive Monitoring/Advising System**—Consistent, on-going and well-defined actions for the colleges and students beginning with the admission process through completion of student goals
As members of the Alamo Colleges learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. 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 students integrate into the campus life.

Expectations and Student Responsibilities

I. Engagement

1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
3. Complete all requirements for admission, registration, and payment by deadlines;
4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
5. Meet all federal, state and local health care regulations.

II. Communication

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
4. Carefully consider the information provided by College personnel and make decisions using that information;
5. Check the Alamo Colleges’ Web Services regularly for emails, holds, student records, financial aid status and announcements;
6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.
III. Academic Success

1. Complete courses with passing grades and maintain in good academic standing (2.0 GPA) status;
2. Read and follow all syllabi;
3. Purchase textbooks and required supplies in a timely manner;
4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
5. Arrive to class with all needed materials and completed assignments for that class period;
6. Be attentive in class and actively participate as appropriate;
7. Devote sufficient time for studying;
8. Ensure integrity in all aspects of academic and career development;
9. Accurately represent one’s own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

IV. Self-Responsibility and Responsibility to Others

1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
4. Maintain respectful and appropriate behavior within and outside the classroom;
5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).
The Chancellor or designee shall develop and promulgate student non-academic grievance procedures. Such procedures shall be made available in the student handbook, catalog, class schedule or other similar publication of each college of the College District.
F.4.7.1 (Procedure) Non-Academic Grievances
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.7 – Non-Academic Grievance
Approved: 1-22-13
Last Amended: 1-22-13
Reviewed: 2-22-16

Student Non-Academic Grievance Procedures

The Alamo Colleges acknowledge the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a college official. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student’s educational progress. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or those pertaining to academic matters.

Students are encouraged to use the Non-Academic Grievance Procedure only where there is clear and convincing evidence that a college official has treated the student unfairly through forms of discrimination, abuse and/or harassment. Prior to initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person, or supervisor of the program, against whom the complaint is being made. This should occur as soon as possible following the protested circumstance.

All grievances beyond the level of deans and directors will be channeled to the next higher-level administrator. A complete record of the grievance will be forwarded to the next higher-level administrator. After hearing both sides and the record is reviewed, a decision will be rendered affirming or denying the grievance. To affirm a student grievance there must be adequate cause.

In grievances alleging sexual harassment, students are to follow the procedure outlined under Sexual Harassment in this Handbook.

If the complaint is not resolved to the student’s satisfaction, the following Student Non-Academic Grievance procedure can be initiated using the Non-Academic Grievance Form.

A. Definition of Terms

1. "College Official" is a faculty member, staff member or administrator employed by the Alamo Community College District.

2. "Direct Supervisor" is the person to whom the college official reports.

3. "Convincing Evidence" means undisputed proof of such alleged behaviors.

4. "Adequate Cause" means clear and objective evidence in support of the student's position.
F.4.7.1 (Procedure) Non-Academic Grievances

Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.7 – Non-Academic Grievance
Approved: 1-22-13
Last Amended: 1-22-13
Reviewed: 2-22-16

5. "Grievance": A claim that a student has been the subject of an unjust action or has been denied his/her rights by an employee of the College.

6. "Appeal": An action taken to request a review of and possible change to the recommended resolution of the grievance.

7. "Working days": Weekdays (Monday through Friday excluding holidays).

B. Procedures

1. Within 5 working days of the final informal attempt at resolution, a signed and dated written complaint should be made by submitting the Student Non-Academic Grievance Form to the immediate supervisor of the person or program against whom the complaint is being made.

   All grievances must include the following:

   A. Student’s name and contact information, including day-time phone number, mailing address, and email address.

   B. A full description of the grievance, providing relevant dates of events and including the names of all parties involved

   C. A statement describing attempt(s) to resolve the issue informally

   D. The proposed resolution, relief or action sought

2. Upon receipt of the written grievance, the supervisor will review the document and meet with any or all of the parties cited in the grievance. The supervisor will render a decision within 10 working days.

3. If either the student or college official is not satisfied with the decision and wishes to appeal, he/she must do so by submitting a written appeal to the second level supervisor within 5 working days. In addition to a copy of the original grievance and supervisor’s decision, the student or employee must provide a brief statement justifying the appeal. Upon receipt of the written appeal, the second level supervisor will review all
Appendix 17, page 106

F.4.7.1 (Procedure) Non-Academic Grievances
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.7 – Non-Academic Grievance
Approved: 1-22-13
Last Amended: 1-22-13
Reviewed: 2-22-16

documentation and meet with all parties involved. The second level supervisor will
affirm or deny the grievance within 10 working days.

4. If either the student or college official is dissatisfied with the decision of the second level
supervisor, he/she has 10 working days to request the decision be reviewed by the Vice
President for Student Success or designee. In addition to a copy of all information
provided to the second level supervisor, the student or college official must provide a
brief statement justifying the additional appeal.

5. The decision of the Vice President for Student Success is final.
NON-ACADEMIC STUDENT GRIEVANCE PROCEDURE

- Informal Attempt to Resolve Grievance with Employee or Supervisor of Program
  - Resolved to Satisfaction
  - Not Resolved to Satisfaction

- File Student Non-Academic Grievance Form with Direct Supervisor within 5 Working Days
  - Decision Within 10 Working Days
  - Not Resolved to Satisfaction

- File Appeal with Second Level Supervisor within 5 Working Days
  - Decision Within 10 Working Days
  - Not Resolved to Satisfaction

- File Appeal with the Vice President for Student Success or Designee within 5 Working Days
  - Final Decision Within 10 Working Days
Appendix 17, page 106

F.4.7.1 (Procedure) Non-Academic Grievances
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.7 – Non-Academic Grievance
Approved: 1-22-13
Last Amended: 1-22-13
Reviewed: 2-22-16

ALAMO COLLEGES

NON-ACADEMIC STUDENT GRIEVANCE FORM

Student Name:                      Date:
Date of Birth:                     Banner ID:
Email Address:                     Phone:
Address:
College Official Name:
Department:                        Date of Incident:
Brief description of incident being grieved:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Use additional sheet, if needed.

Date of Direct Supervisor Meeting with Student and College Official: _____________________________

Result of meeting of Supervisor with College Official and Student.

Grievance: __________ Resolved __________ Unresolved

Student Signature: ____________________________ Date: ______________
College Official Signature: ____________________________ Date: ______________
Supervisor Signature: ____________________________ Date: ______________
NON-ACADEMIC STUDENT GRIEVANCE APPEAL

If the student or college official is not satisfied with the supervisor's decision, he or she may appeal to the second level supervisor of the college official. A complete record of the grievance will be forwarded to the second level supervisor. The second level supervisor will meet with the student and the college official and review the record. The second level supervisor will affirm or deny the grievance. Any further dispositions beyond this level will follow the same protocol.

Date of Supervisor Conference with Student and College Official: ______________________________

ACTION BY THE SECOND LEVEL SUPERVISOR

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Grievance: ________ Resolved ________ Unresolved

Second Level Supervisor Signature: ________________________ Date: _____________________

STUDENT: I ____ Accept ____ Reject the decision of the Supervisor.

Student Signature: ________________________ Date: _____________________

COLLEGE OFFICIAL I ____ Accept ____ Reject the decision of the Supervisor.

College Official Signature: ________________________ Date: _____________________

ACTION BY VICE PRESIDENT FOR STUDENT SUCCESS

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Vice President Signature: ________________________ Date: _____________________
Police Department

2010 Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act

Alamo Colleges is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information. The information is also available on the Alamo Colleges Police Department web site:
http://www.alamo.edu/district/dps/main.htm
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1. No residential student housing

2. No non-campus student organizations
A Message from the Chief of Police

On behalf of all of the employees of the Alamo Colleges Police Department I would like to welcome you. The Alamo Colleges communities with whom our department personnel interact with are a concentration of highly educated academicians, outstanding students, and well-qualified staff. Our personnel are sensitive to the unique nature of the Alamo Colleges population and realize that they serve in direct support of higher education.

The 60,000 + students, 5,000 + employees, five campuses and allied satellite facilities of the Alamo Colleges make it one of the largest in the nation.

Our department’s highest priority is to provide professional law enforcement and security services in a receptive and collaborative manner and to make a safe work and study environment available to all. We place our emphasis on service and the promotion of involvement to maintain a safe and secure environment. Together we are all keenly aware of our responsibilities in the prevention of crime.

This guide is published to provide information about department services, programs and statistical information as required by law. If you have any questions or suggestions concerning this publication, please contact the Alamo Colleges Police Department at (210) 485-0099 or come by our office at 201 W. Sheridan Bldg C.

Sincerely,

[Signature]

Don F. Adams
Chief of Police
Police Department Telephone Directory

Alamo Colleges Web Site: http://www.alamo.edu

Police Department Web Site: http://www.alamo.edu/district/dps/index.htm

Area Code – 210 (for all numbers listed below)

**Emergencies**

Police/Fire/Medical 222-0911

**Non-Emergencies**

General Assistance 485-0099

Office of the Chief of Police 485-0088

Office of the Deputy Chief of Police/Administration 485-0184

Office of the Deputy Chief of Police/Patrol 485-0088

Uniform Patrol Division Field Supervisor 485-0099

Sergeant/Support Services Supervisor 485-0096

Communications/Records Division 485-0096

Criminal Investigations Division 485-0187/485-0185/485-0089

**Other Important Telephone Numbers**

San Antonio College DPS Substation 486-0996

St. Phillips College DPS Substation 486-2214

Northwest Vista College DPS Substation 486-4999

Palo Alto College DPS Substation 486-3997

Southwest Campus DPS Substation 486-7030
Department Overview

The Alamo Colleges Police Department provides law enforcement and security services to all components of the Alamo Colleges including academic campuses and a variety of satellite facilities throughout Bexar and Comal Counties.

The Department has 84 authorized positions including 63 state certified Police Officers, 6 Security Officers, 7 Communications Officers, and 8 Administrative Support Personnel. The department maintains a fully staffed investigations division and an Emergency Communications Center which operates 24 hours a day, year round with full interoperability capabilities.

To provide a safe campus for our students, staff, faculty and visitors, the department has armed, uniformed officers on patrol 24 hours a day, year round. To provide this around the clock coverage our officers work in three shifts. Unarmed Security Officers work closely with our Patrol Officers by constantly patrolling campus properties and staffing fixed posts at some facilities.

Patrol is the core of the Alamo Colleges Police Department. These officers are the ones to answer calls for service, respond to alarms and enforce state criminal and traffic laws in addition to the rules of the Alamo Colleges. The department also has police officers responsible for specialized assignments including Criminal Investigation, Crime Prevention and Bicycle Patrol.

Jurisdictional, Enforcement, & Arrest Authority of ALAMO COLLEGES Police

The Alamo Colleges Police Department is the primary police authority for the colleges of the Alamo Colleges. Our Police Officers are certified Texas Peace Officers as defined in article 212 of the Texas Code of Criminal Procedure.

Pursuant to Section 51.203 of the Texas Education Code, the primary jurisdiction of Alamo Colleges Police Officers includes all counties in which property is owned, leased, rented, or otherwise under the control of the Alamo Colleges. As peace officers, the Department’s police officers have the same authority to detain and arrest as municipal police officers.

The Alamo Colleges Police Department is linked by computer to city, state and federal criminal justice agencies, which provides access to criminal records, wanted persons, stolen property, and vehicle information. All crimes reported to the Alamo Colleges Police Department are thoroughly investigated and are referred for prosecution through the District Attorney’s Office when appropriate. Criminal matters involving our students may also be referred to the appropriate administration for disciplinary action.

The Alamo Colleges Police Department maintains excellent working relationships with all area law enforcement agencies including the San Antonio Police Department, the Live Oak Police Department, the New Braunfels Police Department, the Bexar County Sheriff’s Office, the Texas Department of Public Safety, and the local field office of the Federal Bureau of Investigation. These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators cooperating on specific cases.
Professional Standards

The Police Department’s relationship with the community and ensuring that we provide excellent services is vital to achieving our overall mission of safe and secure campuses. All members of the Alamo Colleges community can expect to be treated in a courteous and professional manner by members of our department. The Alamo Colleges Police Department will not tolerate an employee who acts unprofessionally or rudely or who does not provide an appropriate level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided.

The quality of our service is dependent in part on feedback from the community we serve. Please help us improve our department by bringing your complaints and compliments to the attention of any of the following individuals in a timely manner:

1. Request the on-duty Police Patrol Supervisor by calling 210-485-0099; this individual is available 24-hours a day.
2. Address written correspondence to: Chief of Police, Alamo Colleges Police Department, 201 W. Sheridan Bldg. C San Antonio, Texas 78204

Incident Reporting and Response

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Colleges Police by telephone, in person, or by dialing 222-0911 from any campus phone or by using one of the emergency telephones located throughout our campuses. Campus elevators are also equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies from a campus phone, dial 485-0099. The e-mail address for the Alamo Colleges Police Department is dst-dpsdispatch@alamo.edu however request for police service should not be sent via email. Alamo Colleges Police or Security officers in vehicles, on foot or on bicycles are eager to be of assistance and may be contacted directly.

The Alamo Colleges Police department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries and medical assists have a higher priority than other types of calls.

We cannot overemphasize the importance of prompt and accurate crime reports, no matter when it occurs. If a crime is not promptly reported, evidence can be destroyed or the potential to apprehend the suspect lost. Without accurate reports, leads could be missed and the investigation headed in the wrong direction. If you witness a crime or emergency, promptly report it to the Alamo Colleges Police Department and be prepared to answer questions as accurately as you can.

The subsequent investigation can only be as thorough as the information received. If you are the victim of a crime or you have seen or received information of criminal activity or other emergency, please contact the Alamo Colleges Police Department immediately.
Reporting Criminal Offenses to Campus Officials

Faculty, staff and students are encouraged to report any problems with the campus environment directly to the Alamo Colleges Police, but you may also report criminal offenses to designated campus officials (including but not limited to directors, deans, and department heads) or to other local law enforcement agencies.

Crimes can be reported anonymously by calling Crime Stoppers at (210) 224-STOP. The Alamo Colleges Police Department, Counseling and Psychological Services, and the Department of Student Affairs at each campus will accept confidential and anonymous reports of crimes for inclusion in the annual statistical report. Although exempt from the reporting requirements of the Cleary Act, pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics especially if the incident posses a continuous threat to the campus. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Alamo Colleges Police Department constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. This “Campus Crime Alert” warning may be issued through the campus e-mail system to students, faculty and staff or by the posting of flyers.

Each week, the ACC Police Department publishes a “Police Blotter” available to the media, the public and various campus offices. This summary identifies the type, location, time and date the crime was reported. You may view this “Police Blotter” via the department web page at http://www.alamo.edu/district/dps/index.htm and click on the “Police Blotter” section. A printed copy of this report may also be obtained by calling (210) 485-0099.

Access and Maintenance of Campus Facilities

Access
Custodians are responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing. Generally, the buildings are opened at 6 a.m. and closed between 10:00 and 10:30 p.m. each day. College faculty are responsible for opening and closing their respective classrooms and faculty offices, and custodians and DPS are responsible for verifying that all classroom spaces are secured at the end of each day.
For special activities, events, and other functions, including construction, scheduled after duty hours and on weekends, DPS personnel shall be responsible for opening and securing the buildings, when requested in writing. After normal operating hours and on weekends, access to buildings shall be restricted to the maximum extent possible, consistent with academic requirements.

A person without a key and needing access to a particular room should first contact the department chairperson or the college facilities coordinator to open the door.

A. **San Antonio College**: Buildings which would be in use at other than the normal times mentioned in the paragraph above would be the McAllister Theatre, the McCreless Theatre, the Candler Physical Education Building, the Loftin Student Center, The Koehler House, the Scobee Planetarium, and the Visual Arts and Technology Building.

B. **St. Philip’s College**: In addition to the access hours noted above, the following facilities have the indicated hours of operation on Sunday: Learning Resource Center: 1:00 p.m. to 5:00 p.m.

C. **Palo Alto College**: Buildings which would be in use at other than the normal times mentioned in the paragraph above would be the Learning Resource Center and Natatorium which are open for special events.

D. All campuses have building construction and building renovation in progress. These construction areas are completely secured with chain link fence, and off limits to staff, faculty and students.

**Maintenance**

**Maintenance Hotline**: Requests for maintenance and repair services may be made by telephone to the Maintenance Work Control Technician on the Hotline.

- San Antonio College: 210-486-1235
- St. Philip’s College: 210-486-2888
- Palo Alto College: 210-486-3888
- Northwest Vista College: 210-486-4888

A. An emergency (utility failure, failure of a fire protection system; heating/cooling, or security alarm system, certain fire or safety hazards, etc.) will be responded to immediately. If the request is urgent (fire, health, or safety hazards not qualifying as an emergency) Maintenance will strive to complete the request within five working days.

B. Routine requests will normally be completed in 30 days if supplies are in stock. The individual submitting the request for service will be provided the work order number for purposes of tracking and will refer to that number for any follow-up action required.
College Facilities Superintendent or designee will review the work to be completed and approve or disapprove the work order.

A. The Facilities Superintendent will certify the availability of funds for minor construction work and appoint a Facilities Coordinator to be point-of-contact for the college with the Facilities Department.

B. The Facilities Superintendent will contact the Vice President for College Services with concerns relating to work orders.

**Alcoholic Beverages, Illegal Drugs, and Weapons**

As an institution interested in the intellectual, physical and psychological well being of the campus community, the Alamo Colleges deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the Alamo Colleges Community and guests are required to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages.

**Illegal Drugs**

Texas state law prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Texas Controlled Substance Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under Texas state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Texas Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through campus disciplinary procedures.

**Weapons**

In accordance with Texas Penal Code Ch 46, it is a felony to intentionally, knowingly or recklessly possess a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the education institution.

**Sexual Assault**

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the Alamo Colleges Police Department immediately. It is the policy of the department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penol Code, Code of Criminal Procedure and the Bexar County District Attorney’s Office.


Sexual Assault (continued)

All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedure Article 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault are not required to file criminal charges or seek judicial actions through the campus disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

Information and assistance is also available through the Student Counseling Services on each campus, San Antonio Rape Crises Center (210-521-7273), and the Dean of Student Life of each campus. If requested these departments will assist the victim in contacting the Alamo Colleges Police Department.

The Alamo Colleges Police Department is available to all victims to provide information about personal safety, Texas Crime Victims Rights, Texas Crime Victims Compensation Fund and other information upon request. The various campus Departments of Student Life can assist the victim with issues including, but not limited to, class schedule changes, withdrawal procedures, etc.

The Alamo Colleges Police Department is available to receive and investigate reports of sexual assault, assist a victim in securing medical attention, participate in evidence preservation and collection, conduct investigations, and inform the victim of legal and administrative options both on and off campus.

Guidelines or suggestions to follow after sexual assault:

1. Get to a safe place as soon as you can.
2. Contact the Police Department at 222-0911.
3. Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
4. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
5. Talk with a counselor who will maintain confidentiality, help explain your options, give your information, and provide emotional support. You can reach a counselor by calling the San Antonio Rape Crisis Center (210-521-7273).
6. Contact someone you trust to be with you and support you.

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons:

1. First, to assess and treat any physical injuries you may have sustained;
2. Second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and
3. Third, to gather evidence that could aid criminal prosecution.

Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

**Sex Offenders Registry**

The “Campus Sex Crimes Prevention Act” is a federal law enacted on October 28th, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Texas Department of Public Safety web page at https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx or by contacting the Alamo Colleges Police Department.

**Policy for Reporting the Annual Disclosure of Crime Statistics**

The Alamo Colleges Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies, the Student Services and the Dean of Student Life at each campus. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, and referral statistics include those reported to the Alamo Colleges Police Department, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an e-mail notification is made to all current students, faculty and staff that provide the web site to access this report. Upon request, prospective students and employees may obtain a copy of the report at the Alamo Colleges Police Department located at 201 W. Sheridan Bldg C; by calling (210) 485-0099; or on the web at http://www.alamo.edu/district/dps/main.htm.
## Crime Statistics

* = STATISTICS NOT REQUIRED TO BE REPORTED DURING LISTED YEARS

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<tr>
<th>OFFENSES</th>
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<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>ON CAMPUS</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>ON CAMPUS</th>
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NON CAMPUS BUILDINGS INCLUDES NORTHEAST LAKEVIEW COLLEGE, CENTRAL TEXAS TECHNOLOGY CENTER
### Crime Statistics (continued)

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<th>2009</th>
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NON-CAMPUS BUILDINGS INCLUDE CENTRAL TEXAS TECHNOLOGY CENTER, ST. PHILIP’S COLLEGE SOUTHWEST CAMPUS, KELLY ADVANCED TECHNOLOGY CENTER, NORTHEAST LAKEVIEW CAMPUS
## Crime Statistics (continued)

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*Non-Campus building is Westside Education Training Center, Datapoint Center*
Theft Prevention

Although the statistical reporting of theft offenses is not required by the Cleary Act, our department believes that our community should be aware of and guard against the theft of their property.

In 2009, our department received reports of 516 cases of theft. It is important for all of us to understand our role in the reduction of crime. A lesson taught to all crime prevention practitioners is often referred to as the Crime Triangle. For any crime to occur three elements must be present: desire, ability and opportunity.

Members of the Alamo Colleges community easily recognize there is little that can be done to control the criminal’s ability and desire. The Alamo Colleges Community’s greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur.

Protect Your Property

By being more aware and observant during your daily activities, if you feel the actions of a person appear suspicious, take the time to notify the police. We would much rather receive the call and determine later there was no problem, than to learn a crime had been committed.

By being proactive, you can record the make, model and serial number of your property and engrave your driver’s license number with the prefix from the state of issuance. Once you have gathered this information, secure it so that if you are victimized, this information can be entered in the state and national database of stolen property.

- When you leave your office, close and lock the door.
- Don’t leave your property (backpacks, textbooks, purses, etc.) unattended and unsecured in the hallway while attending class or other activity.
- Don’t leave property unsecured in your office and cubicle. Secure your valuables in a locked desk or cabinet while out of the office.
- Promptly report the presence of suspicious strangers in buildings.
Don’t leave your property unattended and unsecured.
Don’t leave your property unattended beside the court or along the sidelines during your participation in activities in a recreational facility or on a sports field.
If lost or stolen, promptly report and cancel your credit cards and debit cards to prevent unauthorized use.
Don’t leave your laptop computers or other computer hand-held devices unattended or unsecured.
Don’t leave your property in plain view in your parked vehicle. Remove and store the items securely in the trunk or remove it for safekeeping.

When you review the statistics on college and university campuses where bicycles are a popular mode of transportation, you will find that bicycles are a prime target of the opportunistic thief. The Alamo Colleges Police Department encourages all bicyclists to participate in Operation Identification, by engraving your driver’s license number with the appropriate state prefix on the frame along with the rims and accessories where practical. We also recommend you record the color, make, model, serial number and speed of the bicycle.

Always lock the whole bicycle to the bicycle rack; making sure it is secured in a manner to protect the removal of the frame or tires.
Always report suspicious activity near or at the bicycle racks.
These are examples of activities that have helped deter the opportunistic thief from taking advantage of you. Our department strongly believes the sharing of this information can help in the prevention and reduction of crime.

Crime Prevention Programs

A primary goal of the Alamo Colleges Police Department is the prevention of crime before it occurs. Because Alamo Colleges Police Department officers cannot be everywhere all the time, they need the help of all members of the various campus communities to take an active role in their personal safety and property protection. Crime prevention is important to the campus communities and you can help by reporting any crime or suspected crime to the Alamo Colleges Police Department immediately. By doing so, you may be preventing someone else from becoming a victim of a more serious crime.

The Alamo Colleges Police Department regularly presents programs covering crime prevention and security information to students, staff and faculty. They participate and provide information during new student orientation in addition to a number of other programs scheduled annually with student, staff and faculty organizations. For additional information or to schedule a program you are encouraged to call the Alamo C Police Department at (210) 485-0099.
Campus Statistical Reporting Areas

Aerial Photo- San Antonio College

Aerial Photo- St. Philip’s College
Aerial Photo- Northwest Vista College

Aerial Photo- Palo Alto College
Aerial Photo - St. Philip’s Southwest Campus

Aerial Photo - Central Texas Technology Center
Aerial Photo - Westside Education & Training Center

Aerial Photo - Advanced Technology Center
I. **Scope**
This procedure applies to all College District information technology resource users, including but not limited to administrators, faculty, students, staff, Board members, agents, volunteers, vendors, and the community, both on campus and at remote sites.

II. **Information Technology Resources**
College District information technology resources include but are not limited to computer hardware and software including peripheral equipment such as mobile devices, scanners and printers, networking resources, electronic communications such as email, voice mail, internet, intranet, College District and college websites, and all related data and information. These resources are intended for College District business only and are College District property. They are not to be used for employee personal gain or private use (such as non-College District volunteer work), or to advocate for any non-College District related business or purpose.

III. **Nondiscrimination**
Since College District information technology resources are not unlimited, priority may be given to certain uses or certain groups of users in support of the College District mission. However, the use of information technology resources shall not be denied or abridged because of race, color, religion, gender, national origin, age, genetic information, sexual orientation, disability or veteran status. Requests for accommodations related to the use of information technology resources should be directed to the college disability services department (students) or Human Resources (employees).

IV. **No Expectation of Privacy**
Users of College District information technology resources have no expectation of privacy regarding information transmitted or received through or stored on College District information technology resources.

V. **Appropriate Use**
Appropriate use of College District information technology resources includes:

1. Authorized use by students directly related to completion of College District class assignments or other educational pursuits required by the College District,

2. Authorized use by employees directly related to instruction, research, and other College District business in the course and scope of their assigned College District duties. User access to administrative systems is assigned
C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources
Responsible Department: Vice Chancellor for Planning, Performance and Information Systems
Based on Board Policy: C.1.9 - Appropriate Use of Information Technology Resources
Approved: 8-18-09
Last Amended: 12-15-15

according to a role-based security structure that is applied equally to all employees in a particular College District role.

3. Use by recognized student and campus organizations, and other agencies of the College District directly related to official College District business.

VI. General Standards
General standards are established to provide access to College District information technology resources for official educational and job related purposes of College District students and employees while maintaining the security and integrity of data files and assuring the legal and ethical use of the software.

A. Hardware and Software
1. The College District provides hardware and software as required for employees’ particular job functions, to be used only for official College District business. The College District has the sole right to the software and data used and/or stored on such computer equipment. Employees have no claim to such hardware, software or data. Upon termination of employment the College District has no obligation to provide the former employee with copies of any software or data stored on College District computer equipment or systems.

2. No unauthorized software may be loaded on College District computer equipment and no unauthorized computer equipment may be used at College District facilities.

3. Administrative access rights to College District computer equipment shall be determined according to college and College District rules.

B. Internet/Electronic Mail
Access to the Internet and E-mail is College District property and is subject to all requirements regarding use of College District property or equipment.

The use of College District internet access, e-mail, and other communication tools is subject to Public Information Act requirements.

**Internet**: The Internet is to be used only for accomplishing official College District business by enabling the efficient and timely exchange of information and data. The Internet is made available to employees and students, based on professional and educational need as determined by the college Presidents or appropriate Vice Chancellor or their designees. Use of the Internet should be guided by common sense and professionalism.
C. **E-mail and other electronic communication tools:**

1. E-mail and other electronic communication tools are provided to employees and students to facilitate communication of official College District business to fulfill the College District mission. Electronic communication tools include but are not limited to electronic bulletin boards, information databases, and the ability to forward mail and route documents.

2. E-mail shall be used only for official College District business. College District employees are allocated 2 gigabytes of e-mail storage capacity. E-mail storage capacity over this limit may be administratively deleted.

3. Alamo Colleges will never ask a user to disclose their system credentials or passwords. However, in the event of troubleshooting a user initiated login issue and at the discretion of a supervisor, manager, and/or Alamo Colleges IT support, users may disclose their credentials verbally (never via Email) to confirmed Alamo College’s support personnel.

4. All messages transmitted and received via e-mail or instant messaging are subject to the requirements of the Public Information Act. Users are advised to state nothing in an e-mail message that would be inappropriate if published in the news media. All e-mail messages sent or received over College District systems are College District property.

5. No aliases are allowed. All e-mail messages shall be credited to the actual author. All College District employees using E-mail are assigned a unique electronic mailbox, accessible by an employee-controlled password. Employees shall not use another employee’s electronic mailbox or password, or attempt to access another employee’s or a student’s email unless prior consent given by Human Resources, Legal, or Information Technology Services senior administration.

6. No e-mail messages shall be transmitted or stored in encrypted form, unless approved by College District administration.

VII. **Security**

The College District reserves the right to implement appropriate security measures, including denying access to information technology resources to anyone who, in the opinion of the College District, has misused these resources or does not require access to certain information and/or systems based on the individual’s College District role, as necessary to preserve and maintain system and data integrity. All data transmitted over College District networks and systems is subject to trace or capture.

**A. Systems’ Security**
Users shall comply with College District policies, standards, procedures and rules, and with federal, state, and local laws governing computer and information technology. Abuse of information technology resources is prohibited, including but not limited to:

1. Unauthorized entry or attempted unauthorized entry into a file or system.
2. Unauthorized transfer or attempted unauthorized transfer of a file or other data or information.
3. Allowing unauthorized access to others, either by revealing or not protecting a password, or leaving a computer or terminal without first logging off locking desktop or logging off.
4. Use of another individual’s identification or password, or attempting to access another individual’s information without appropriate authorization.
5. Use of information technology resources to interfere with the work of an employee or student.
6. Use of information technology resources to access, send, store, or display inappropriate, obscene, harassing or abusive messages or materials.
7. Interference or attempted interference with the normal operation of College District information technology systems.
8. Duplication or use of software or proprietary programs in violation of software licensing agreements.
9. Willful or negligent introduction of computer viruses or disruptive/destructive programs into College District wide-area or local-area networks, or any computer or other component of College District information technology systems.
10. Changing default settings to block remote access by information technologies department administration.

B. Employees’ Responsibilities Concerning Security

1. Employees shall not share login credentials.
2. Employees shall report to their immediate supervisor the appearance of mysterious files or login notices which might indicate that the employee’s files or systems access has been used without his/her consent.
3. Employees shall not leave an unattended workstation while logged on.
4. Students shall not use employee workstations without appropriate authorization.
5. Employees shall not give system or site-related information to unauthorized persons. Information requests concerning passwords, access, systems design or configurations shall immediately be referred to the supervisor, manager or senior administration.

6. Employees shall not install unauthorized software or download and execute software from the internet or other sources without appropriate authorization and testing.

7. Employees shall not accept instructions to type system-configuration “commands” into a system without appropriate authorization.

8. No e-mail messages shall contain passwords or security related information.

9. Employees shall notify their immediate supervisor, manager, or senior administration, and campus security of any threatening communication received.

10. Employees shall be aware of and comply with restrictions for sharing and disposing of information.

11. Employees shall only connect portable media devices (such as USB drives) that are known to be worm and virus free. It is strongly recommended that a scan be performed on the portable media device using the College District’s antivirus software prior to accessing any files on the device. Personal Identifiable Information (PII) information must not be stored on portable media devices.

12. Hacking or unauthorized attempt or entry to Alamo Colleges’ information technology Resources is forbidden, and such an action is considered a violation of the Computer Fraud and Abuse Act (CFAA), 18 U.S.C. § 1030.

13. Staff shall not disable firewall or virus software without the prior consent of the IT Risk & Security office.

14. Alamo Colleges users should be aware the World Wide Web is not censored and may contain some content that some users may find offensive, therefore, Alamo Colleges cannot accept responsibility for what users access, however, if such content is accessed, users must disengage from material immediately.

Note: Records of the College District e-mail system may be public and may be subject to public inspection under the access provision of the Public Information Act. Retention requirements are based on applicable law and retention schedules, not on the media upon which information is recorded.

VIII. Mobile Devices
Users who utilize Alamo Colleges-owed mobile devices such as laptops, smartphones, tablets and portable storage devices such as USB drives, must take adequate measures to
ensure that confidential and/or Personal Identifiable Information (PII) contained in such devices is secure and not available to third parties when taken off-site. Users must employ controls such as encryption and/or passwords to ensure the confidentiality, integrity and availability of such data.

IX. **File Transfers and Data Exchanges**

Users who wish to transfer files of information must use secure file transfer protocol (SFTP). Requests for all SFTP transfers should be directed to the IT Risk & Security Office for assistance.

X. **Cloud Security**

Users must only use enterprise-licensed cloud applications approved by Alamo Colleges. Sensitive data such as personal identifiable information (PII) must not be stored in the Cloud without appropriate security measures.

XI. **College District Websites**

The College District websites, including websites for each college and component, are official publications of the College District and the College District reserves the right to control published content and links. College District websites shall be subject to the same requirements as all other College District publications, including but not limited to, the laws, rules, and regulations regarding copyright, license, and confidentiality of student and employee records. Design and construction of faculty web pages shall be supervised by the appropriate Vice Presidents, Deans, Directors, Department Chairs, or their designees.

The College District webmaster shall have oversight of all College District web page projects.

XII. **Licensing**

Software is licensed to the College District for specific and restricted use. It is illegal to copy licensed software for personal use, either on campus or off campus. Appropriate authorization must be given to allow licensed software to be installed on an employee’s home computer. Pre-approval is required.

XIII. **Copyright**

All users shall comply with federal copyright laws.
C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources
Responsible Department: Vice Chancellor for Planning, Performance and Information Systems
Based on Board Policy: C.1.9 - Appropriate Use of Information Technology Resources
Approved: 8-18-09
Last Amended: 12-15-15

XIV. Inappropriate Use
Using College District information technology resources for purposes other than official College District business is prohibited. Prohibited activities include, but are not limited to:

1. Sending unsolicited electronic mail (such as “spam”) that could interfere with College District or other mail servers. Interference with College District electronic communication services includes but is not limited to: misusing mass communication facilities (Listservs, blogs, e-mail distribution lists, propagating “chain letters,” virus hoaxes, fraudulent, harassing, or obscene messages (such as threatening, hateful, or racially, ethnically or otherwise offensive); or “bombing” (flooding an individual, group, or system with numerous or large e-mail messages).

2. Using Alamo.edu email, social media and / or listservs to send notices or communications of any kind encouraging or soliciting support for, or opposition to, political and legislative matters when such notices or communications are not directly related to College District business in the course and scope of an employee’s assigned College District duties.

3. Communicating non-College District related information on Instant Message Facilities; internal and external Listservs such as DISTALL, SACALL, etc.; and other list-based communications, newsgroups, blogs, Wikis, and social media.

4. Stalking or threatening someone. Using social media, E-mail, chat facilities, blogs, and newsgroups to threaten or stalk someone.

5. Using information technology resources for financial gain or non-College District business. Supporting, establishing, or conducting private business operations or commercial activities, or other non-College District activities, such as volunteer work, or allowing such use by another person or entity.

6. Accessing inappropriate material. Intentionally disseminating, accessing, or providing hyperlinks or access to pornography or obscenity, unless such activities are directly related to an employee’s or student’s assigned research or completion of an assigned academic requirement.

7. Violating city, state, or federal laws or College District policy or procedures.

8. Defeating system security; for example, “cracking” or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage or unauthorized use, users shall protect the confidentiality of their personal identification codes and...
passwords (this provision does not prohibit system administrators and other authorized personnel from using security scan programs within the scope of their authority). Furthermore, users shall not attempt to make any unauthorized changes to data or attempt to intercept or access data or communications intended for another.

9. Misusing IP addresses or other network codes that have been assigned to users as individuals or for use as a College District employee or student. Users shall not seek to obtain unauthorized access to accounts, software, files, or any other College District information technology resources.

10. Attempting to compromise security. College District information technology resources shall not be used in an attempt to compromise the security of College District or any other personal, private, or public information systems.

11. Using excessive network bandwidth. Large-scale distribution of MP3 music, video or other large files can cause excessive network overload. The College District Information Technology Services department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.

12. Establishing unauthorized network or computer connections to or from any of the College District systems or components, including but not limited to the use of remote access software and unauthorized wireless devices or wired network devices.

13. Concealing identity, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading or impersonating others or otherwise using a false identity.

14. Distributing computer viruses. Users shall not knowingly distribute or launch computer viruses, Trojan horses, worms, malware, or other rogue programs.

15. Removing or modifying data, software, or equipment. Without proper authorization, users shall not remove or modify any College District owned or administered equipment or data and may not change any preset or profile setting including homepages on classroom, lab, or library stations.

16. Modifying system facilities, operating systems, or disk partitions, attempting to crash or hoard College District computer assets or resources. This includes damaging, vandalizing or threatening to damage or vandalize College District information technology resources.

17. Performing illegal functions. Use of information technology resources in violation of civil or criminal laws at the federal, state, or local levels. Examples of such uses are: promoting a pyramid scheme, gambling,
C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources

Responsible Department: Vice Chancellor for Planning, Performance and Information Systems

Based on Board Policy: C.1.9 - Appropriate Use of Information Technology Resources

Approved: 8-18-09

Last Amended: 12-15-15

distributing obscenity, receiving, transmitting or possessing child pornography, infringing copyrights, or making bomb threats.

18. Violating copyright laws. Copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder under certain conditions for educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. For more information on educational copyright applications contact the Vice Chancellor for Academic Success or the Office of Legal Affairs.

19. Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without appropriate written authorization.

20. Unauthorized representation, implying that the user is representing, giving opinions, or otherwise making statements on behalf of the College District or the Information Technology Services department without prior authorization, or using College District trade names, logos, or trademarks without prior written authorization.

21. Intentionally wasting electronic resources or damaging/destroying the integrity of electronic information.

22. Attempting to gain unauthorized access to computers or any other component of College District information technology resources, or using College District information technology resources to attempt to access a system external to the College District.

23. Purposely disrupting the intended use of the Internet, E-mail or other College District information technology resources.

24. Wasting College District resources through activities that cause the employee to be idle or non-productive during work hours. This includes, but is not limited to, game playing, non-College District related internet surfing (exploring), connecting to non-work related addresses or conducting personal business.

25. Using College District information technology resources negligently or carelessly so as to increase the likelihood that those resources could be damaged, destroyed, or stolen.

26. Knowingly submitting inaccurate or false information for or on any College District record, report, or document.
C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources
Responsible Department:  Vice Chancellor for Planning, Performance and Information Systems

Based on Board Policy: C.1.9 - Appropriate Use of Information Technology Resources
Approved:  8-18-09
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27. Conduct constituting sexual harassment such as making unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome conduct of a sexual nature, or any unwelcome conduct or other offensive unequal treatment of an individual that would not occur but for the gender of the individual (see H.1.2).

28. Transferring, accessing, storing or sending material that is threatening, abusive, pornographic or obscene, or which creates an atmosphere or situation which causes a hostile work or educational environment for an employee or student, regardless of intent.

29. Soliciting funds or services, selling tickets, soliciting for non-College District fund raising, commercial or other activities, or distributing petitions or literature for any purpose other than official College District business.

30. Accessing another employee’s e-mail without consent such as unauthorized reading, deleting, copying, modifying or otherwise using any other employee’s e-mail without prior permission from Human Resources, Legal, manager or senior administration in response to legal proceedings and/or court order in the preservation or production of evidence.

31. Charitable or commercial advertisements, other than official College District business.

XV. Administrative Access

Users of College District information technology resources have no expectation of privacy regarding information transmitted or received through or stored on College District information technology resources.

In accordance with state and federal law and College District policy and procedures, authorized College District personnel may access College District information technology systems without the consent of the user. Circumstances that warrant such access include but are not limited to:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the information technology systems;

2. When required by federal, state, or local law or College District policy or procedures;

3. When there are reasonable grounds to believe that a violation of law or a breach of College District policy or procedure may have occurred, and access, inspection, or monitoring may produce evidence related to the misconduct;
C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources
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4. When such access is required to carry out essential College District business functions;
5. When, by attaching privately owned personal computers or other resources to the College District network, users consent to the College District’s use of scanning programs for security purposes;
6. When necessary to facilitate recovery from system malfunctions and for other management purposes; or
7. When deemed necessary to preserve public health or safety.

XVI. **Enforcement**

Failure to adhere to this procedure or Policy C.1.9 or other College District policies related to information technology resources use is grounds for cancellation of access privileges and other disciplinary action. While an investigation is in progress, in order to prevent further possible unauthorized activity, Alamo Colleges senior administration may suspend the authorization of information technology services to the individual or account in question. Whether or not the user is suspected of any violation of these procedures, the Alamo Colleges senior administration may deactivate a user's technology privileges when necessary to preserve the integrity of facilities, user services, or data.

Employees shall promptly report suspected unauthorized use or other violations to the employee’s immediate supervisor, a College District administrator, or the college or district services designated security representative. Upon notification, information technology administrators may impose limitations on continued use of technology resources.

Confirmation of unauthorized or fraudulent use of information technology resources may result in disciplinary action, including a student’s expulsion, an employee’s termination of employment, criminal charges and/or legal action.

XVII. **Administration**

Knowledge of and administration of these rules is the responsibility of every College District information technology resource user.

XVIII. **Review**

This procedure and Policy C.1.9 shall be reviewed and updated not less than annually by the Information Technology Leadership Council and the IT Risk & Security officer and submitted to appropriate entities for approval and implementation.
C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources
Responsible Department: Vice Chancellor for Planning, Performance and Information Systems
Based on Board Policy: C.1.9 - Appropriate Use of Information Technology Resources
Approved: 8-18-09
Last Amended: 12-15-15

CS(LEGAL) - Information Security
DBD(LEGAL) - Employment Requirements and Restrictions: Conflict of Interest
F.4.5 (Policy) Alcohol and Drug Use
Responsible Department:  Vice Chancellor for Student Success
Board Adoption:  5-19-09
Last Board Action:  5-19-09
Reviewed: 2-22-16

The Chancellor shall ensure that the colleges adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Students who violate federal or state statutes, the Student Code of Conduct, College District policy, or other applicable requirements related to alcohol and drug use shall be subject to appropriate disciplinary action.

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Exhibit F.4.5.Ex Notice and Information on Illegal Drugs and Steroids

FL(LEGAL) - Student Rights and Responsibilities
FLBE(LEGAL) - Student Conduct: Alcohol and Drug Use
FLBE(EXHIBIT) - Student Conduct: Alcohol and Drug Use
FM(LEGAL) - Discipline and Penalties
F.4.5.Ex (Exhibit) Notice and Information on Illegal Drugs and Steroids
Responsible Department: Vice Chancellor for Student Success
Based on Board Policy: F.4.5 - Alcohol and Drug Use
Approved: 5-19-09
Last Amended: 2-2-16
Reviewed: 2-22-16

SOURCES FOR INFORMATION ON ILLEGAL DRUGS

- Commonly Abused Drugs
  http://www.nida.nih.gov/drugsofabuse.html
- Federal Trafficking Penalties
- National Institute on Drug Abuse
  http://www.ncadd-sfv.org/docs/resources_commonly_abused_drugs_chart_nida.pdf

NOTICE REGARDING STEROIDS
Education Code 51.921

Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

FL(LEGAL) - Student Rights and Responsibilities
FLBE(LEGAL) - Student Conduct: Alcohol and Drug Use
FLBE(EXHIBIT) - Student Conduct: Alcohol and Drug Use
FM(LEGAL) - Discipline and Penalties
Purpose

The Alamo Colleges is committed to fostering an environment of thoughtful study and discourse. Shared values that guide the Alamo Colleges in fulfillment of its vision and mission also guide the systematic accumulation of standards of behavior that students must uphold as well as the responsibilities that they must accept according to policy. Thus, the principles set forth in our Values: Students First, Respect for All, Community-Engaged, Collaboration, Can-Do Spirit and Data-Informed Decision Making are the hallmarks of our Student Code of Conduct.

The Chancellor or designee(s) shall develop and promulgate a Student Code of Conduct that cite both standards of conduct and consequences (sanctions) for violations as well as procedures for the determination and appeal of violations and procedures for disciplinary hearings. The Student Code of Conduct applies to non-academic misconduct and conduct involving academic integrity. The Student Code of Conduct is published in its entirety among the Board of Trustees policies and in whole or in part in each college’s catalog, and student handbook.

All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. The act of applying to be an Alamo Colleges student is an explicit acceptance of the Alamo Colleges’ policies, procedures, regulations, and administrative rules. All students shall obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules. The Student Code of Conduct is a Board policy and procedure, and its violation is a violation of Board policy and procedures.

Structure

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to protect and foster the learning environment, to protect interests of the Alamo Colleges’ community, and to challenge those whose behavior is not in accordance with the code. When warranted, based on a preponderance of evidence obtained in an investigation of a violation, disciplinary sanctions are imposed and may include prescribed expectations of improvement in terms of various aspects of personal development, academic success, civility, and other measures of relevant success. Sanctions are intended to challenge a student’s moral and ethical decision-making and help them bring their behavior into accord with our community expectations.

The Student Code of Conduct Disciplinary Process is not a criminal or civil court proceeding but an internal administrative proceeding. Student conduct disciplinary proceedings are based on a fair assessment of facts and adjudicated on a preponderance of evidence. The procedure for the non-academic misconduct disciplinary process and the procedure for the academic integrity disciplinary process are set forth at F.4.2.1 and F.4.2.2 respectively. Unless otherwise indicated, the Student Code of Conduct applies to offenses and violations on campus, on College District owned or controlled Property, and at College District Sponsored...
Activities. The definition of “College District Property” contemplates that the use of College District information technology resources such as internet/intranet access (including WiFi, ACES, Learning Management System) and telecommunications devices (including telephones), and the electronic mail system in the commission of any offense require the offense to be considered to have occurred while physically on or using College District Property regardless of where the offense occurs.

Some violations of the Student Code of Conduct also may constitute violations of the Civil Rights Discrimination, Harassment and Retaliation Policy at H.1.2. If such violations have also been reported to Campus Police and the Title IX/Title VII/ADA/504 Coordinator, separate investigations may occur.

FLB(LEGAL) – Student Rights and Responsibilities: Student Conduct
FLBA(LEGAL) – Student Conduct: Student Dress
FLBC(LEGAL) – Student Conduct: Prohibited Organizations and Hazing
FLBE(LEGAL) – Student Conduct: Alcohol and Drug Use
FLBF(LEGAL) – Student Conduct: Weapons
F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 5-19-09
Last Amended: 12-18-12

Non-Academic Misconduct
Non-academic misconduct constitutes any violation not associated with academic performance. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Unless otherwise indicated, the Code of Conduct applies to offenses on College District Property and at College District Sponsored Activities, however, note that the definition of “College District Property” contemplates that the use of College District resources such as internet access (including WiFi, ACES, Blackboard Vista) and telecommunications devices (including telephones) in the commission of any offense require the offense to be considered to have occurred while physically on College District Property regardless of where the offense occurs. Throughout the Code of Conduct, capitalized terms indicate those terms are specifically defined in the Definitions section.

In addition to any and all activities prohibited by law and College District policies, procedures, and college rules, the following is a nonexclusive list of expressly prohibited behavior:

1. Engaging in Inappropriate Behavior or Communications. Violation of this provision shall include posting or transmitting of inappropriate messages electronically (such as via Blackboard Vista or other distance learning platform or via e-mail).

2. Engaging in Disruptive Behavior. Violation of this provision shall include “heckling” or making inappropriate noises during class, which interrupts the flow of instruction or student concentration. Violation shall also include inaudible behavior such as passing notes, sending/receiving text messages, checking e-mail or otherwise violating rules of behavior described in the class syllabus.

3. Belonging to or soliciting membership in a Criminal Street Gang. Violation of this provision shall be presumed when “colors”, signs (such as hand gestures) or any symbols reasonably associated with gang membership are displayed, exhibited or communicated.

4. Participating in or promoting Gambling activities unless they are sponsored by the ACCD Foundation or otherwise permitted by law for charitable purposes.

5. Engaging in Public Indecency.

6. Displaying or distributing Obscene photographs, drawings or similar visual representations or other Obscene material.

7. Possessing or Promoting Child Pornography.
F.4.2.1 (Procedure) Student Code of Conduct

Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success

Based on Board Policy: F.4.2 - Student Code of Conduct

Approved: 5-19-09

Last Amended: 12-18-12

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8. Possessing a Weapon, except as provided in Policy G.1.4 regarding concealed handguns, firearms and ammunition in certain areas - Peace Officers may however, possess Firearms but only in strict accordance with TCLEOSE requirements and those of the commissioning agency.

9. Possessing or deploying a Hoax Bomb or any container that may reasonably be perceived to contain a Hoax Bomb or an Explosive Weapon.

10. Engaging in Disorderly Conduct.

11. Participating in or organizing a Riot, unless the assembly was at first lawful and peaceful and when the Student tried to leave when one of those assembled manifested an intent to start a Riot.

12. Communicating or circulating a False Alarm or Report.

13. Stalking.

14. Photographing or otherwise visually recording (by any means) another without the other person’s consent, under circumstances which would tend to cause arousal or sexual gratification to any person.

15. Assaulting any person.


17. Starting any fire, regardless of whether the fire continues after ignition or causes an explosion unless doing so is appropriate as part of a College District Sponsored Activity (such as a lab or classroom activity) under appropriate faculty supervision.

18. Engaging or participating in Criminal Mischief.

19. Committing or attempting an act of Theft.

20. Attempting to negotiate a stolen check.

21. Engaging in Forgery or possessing, issuing, transferring, registering the transfer of, passing, publishing, or otherwise uttering a writing that is a result of Forgery.

22. Presenting or using a credit or debit card which should be known to have not
F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 5-19-09
Last Amended: 12-18-12

been issued to that person and is not used with the effective consent of the cardholder; or the card has expired or has been revoked or cancelled.

23. Making a materially false or misleading written statement to obtain property or credit for that person or another (including student loans or grants).

24. Issuing a Bad Check.

25. Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person’s preparation of an Academic Product to satisfy the other person’s academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product.

26. Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties (such as course grades, extensions of deadlines or waivers of academic requirements) by offering any benefit to the employee, faculty member or administrator.

27. Hazing, soliciting, encouraging, directing, aiding, permitting or attempting to aid another in Hazing or failing to report known Hazing incidents to the Administration.

28. Failing to leave a classroom, office or building when requested to do so by a faculty member, employee, police officer or Administrator.

29. Alcohol and Drug Use (see F.4.5 and F.4.5.Ex):

   a. The use of intoxicating beverages shall be prohibited on College District Property or at College District Sponsored Activities; provided, however, that the prior approval of the Chancellor or his designee of any Event that is sponsored or authorized by the College District shall waive allow the moderate lawful consumption of alcoholic beverages at that Event. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

   b. No Student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on College District Property or at a College
F.4.2.1 (Procedure) Student Code of Conduct

Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success

Based on Board Policy: F.4.2 - Student Code of Conduct

Approved: 5-19-09

Last Amended: 12-18-12

District Sponsored Activity, function or event at all times:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

C. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this procedure.
D. The possession of storage, ingestion or other paraphernalia related to any of the above is also prohibited under this procedure.
E. A Student who uses a drug authorized by a licensed physician through a prescription specifically for that Student's use shall not be considered to have violated this rule.

30. Engaging in Sexual Harassment toward any member of the College District Community (see F.4.3 and F.4.3.1).

31. Engaging in Inappropriate Behavior or Communication, or Harassment other than Sexual Harassment, motivated by race, color, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, or any other reason and directed toward any member of the College District Community (see F.4.4 and F.4.4.1).

32. Tampering with fire extinguishers, fire alarm boxes, or smoke or heat detectors anywhere on College District Property or at a College District Sponsored Activity.

33. Ejecting objects from buildings or vehicles on College District Property or at a College District Sponsored Activity.

34. Failing to comply with lawful directions of College District officials (including Administrators, faculty members and Police Officers) acting in performance of their duties.

35. Failing to comply with College District policies, procedures, regulations, and administrative rules, including but not limited to those pertaining to traffic, parking and the use of College District facilities.
36. Inappropriate use of information technology resources (see C.1.9 and C.1.9.1).

37. Unauthorized possession, duplication, distribution, or use of keys to any College District Property.

38. Unauthorized entry into or use of College District Property, or allowing such entry or use by others.

39. Obtaining, possessing, transferring, or using Identifying Information of another person without the other person’s consent, to harm or defraud another.

40. Obstruction or attempted obstruction of the disciplinary process (investigations, hearings or proceeding), including failure to comply with the instructions of the Student Conduct Administrator or the guidelines of the sanction(s). Violations include but are not limited to:

   a. Failure to obey the summons or notice by the Student Conduct Administrator, a disciplinary body, or other College District official.  
   b. Falsification, distortion or misrepresentation of information before a hearing officer or committee.  
   c. Disruption or interference of the orderly conduct of a disciplinary proceeding.  
   d. Attempting to discourage participation in or use of the disciplinary process.  
   e. Attempting to influence the impartiality of a member of the Hearing Committee prior to and/or during the course of the disciplinary proceeding.  
   f. Harassment (verbal, non-verbal or physical) or intimidation of a member of the Hearing Committee, or harassment or intimidation of an individual for filing a complaint, testifying, assisting, cooperating with, or participating in any manner in the disciplinary process.  
   g. Failure to comply with the sanction(s) imposed.  
   h. Influencing, or attempting to influence, another person to commit an abuse of the disciplinary process.

**Academic Integrity Violations**

Administrators may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion.

**Definitions**

The following definitions shall apply in the Code of Student Conduct:
Appendix 23, page 112

F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for
Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 5-19-09
Last Amended: 12-18-12

Academic Misconduct - the intentional violation of college policies, such as
tampering with grades, misrepresenting one's identity, or taking part in obtaining or
distributing any part of a test or assessment, or any information regarding the
content of such an instrument.

work of art, or other written, recorded, pictorial, or artistic product or material
submitted or intended to be submitted by a person to satisfy an academic
requirement of the person.

Administration/Administrator - any College District administrative position, from
the level of Dean through college President at the college level and from the level of
Director through Chancellor at the District level.

Assault – causing bodily injury to another; threatening another with imminent
bodily injury; or causing offensive or provocative physical contact with another.

Board - the College District Board of Trustees.

Cheating - the use or attempted use of unauthorized materials, information, or
study aids; or an act of deceit by which a student attempts to misrepresent
academic skills or knowledge; or unauthorized copying or collaboration.

Chemical Dispensing Device – a device, other than a small chemical dispenser sold
commercially for personal protection, that is designed, made, or adapted for the
purpose of dispensing a substance capable of causing an adverse psychological or
physiological effect on a human being.

Chief Student Affairs Officer - the college chief student affairs officer or designee.

Child Pornography – visual material (including that stored on any physical
medium that allows an image to be displayed on a computer or other video
screen) that visually depicts a child younger than 18 years of age at the time the
image was made who is engaging in Sexual Conduct.

Club – an instrument specially designed, made or adapted for the purpose of
inflicting serious bodily injury, or death by striking a person with the
instrument, including a blackjack; nightstick; mace; and tomahawk.

College District - the Alamo Community College District including all of its
colleges and other units.

College District Community - College District students, guests, employees,
Trustees, and contractors.

College District Property - all property owned or controlled by the College
District. Use of College District resources such as internet access (WiFi, ACES,
F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 5-19-09
Last Amended: 12-18-12

Blackboard Vista) and telecommunications devices (including telephones) in the commission of any offense shall be considered committing the offence while physically on College District Property regardless of where the offense occurs.

*College District Sponsored Activity* - any activity on or off College District Property initiated, approved, or supervised by the College District.

*Collusion* - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

*Criminal Street Gang* – three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

*Credit* – a loan of money; furnishing property or service on credit; or extending the due date of an obligation.

*Criminal Mischief* – damaging or destroying tangible property of another (including the College District); tampering with the tangible property of another (including the College District), causing pecuniary loss or substantial inconvenience to another (including the College District); or making markings, including graffiti, inscriptions, slogans, drawings, or paintings, on the tangible property of another (including the College District).

*Disorderly Conduct* – includes the following:

- use of abusive, indecent, profane, or vulgar language that by its very utterance tends to incite an immediate breach of the peace; making an offensive gesture or display which tends to incite an immediate breach of the peace; creating, by chemical means, a noxious and unreasonable odor; abusing or threatening a person in an obviously offensive manner; making an unreasonable noise; fighting with another; or exposing a person’s anus or genitals with reckless disregard for whether another may be present who will be offended or alarmed by the act.

*Disruptive Behavior* – any behavior that unreasonably interferes with or adversely affects the learning environment.

*Explosive Weapon* – any explosive or incendiary bomb, grenade, rocket, or mine, that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

*Fabrication* - intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious
F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
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references.

False Alarm or Report – a report of a crime or wrongdoing or present, past, or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by Administration or the Police Department/law enforcement; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, place of assembly, or place to which the public has access.

Firearm – any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

 Forgery – altering, making, completing, executing, or authenticating any writing so that it purports: to be the act of another who did not authorize the act; to have been executed at a time or place or in a numbered sequence other than was in fact the case; or to be a copy of an original when no such original existed.

Gambling – making a bet on the partial or final result of a game or contest or on the performance of a participant in a game or contest; making a bet on the result of any political nomination, appointment, or election or on the degree of success of any nominee, appointee, or candidate; or playing and betting for money or other thing of value at any game played with cards, dice, balls or any other gambling device.

Hazing - any intentional, knowing, or reckless act occurring on or off the College District Property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity that intimidates or threatens the student with ostracism, that
F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 5-19-09
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Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code.

Hearing Committee - The committee appointed by the college president to hear Student Code of Conduct issues appealed by the student.

Hoax Bomb – a device that reasonably appears to be an explosive or incendiary device or by its design causes alarm or reaction of any type by an official of a public safety agency, including the College District Police Department.

Inappropriate Behavior or Communication - offensive, abusive, intimidating, malicious or insulting behavior or communication in any form, makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which would cause a reasonable person to suffer stress.

Identifying Information – information that alone or in conjunction with other information identifies an individual, including an individual’s:

- name, social security number, date of birth, and College District or other government-issued identification number;
- unique biometric data, including the individual’s fingerprint, voice print, and retina or iris image;
- unique electronic identification number, address, and routing code; and telecommunications identifying information or access device (i.e., card, plate, code, account number, personal identification number, electronic serial number, mobile identification number or other telecommunications service, equipment, or instrument identifier or means of account access that alone or in conjunction with another telecommunications device may be used to obtain money, goods, services or other thing of value; or initiate a transfer of funds other than a transfer originated solely by paper instrument).

Illegal Knife – a knife (a) which (regardless of blade size) is equipped with a lock mechanism so that upon opening it becomes a fixed-blade knife or (b) with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown; a dagger; a bowie knife; a sword; or a spear.

Issuance of a Bad Check - issuance or passage of a check of similar sight order for the payment of money when there are not sufficient funds in or on deposit with the bank or other drawee for the payment in full of the check or order as well as
all other checks or orders outstanding at the time of issuance.

**Knuckles** – any instrument that consists of finger rings or guards made of hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**License Holder** – persons permitted to carry certain Firearms under the authority of Subchapter H, Chapter 411, Government Code.

**Obscene** – material (in any form) that the average person, applying contemporary community standards, would find that taken as a whole appeals to the prurient interest in sex; depicts or describes sexual acts or patently offensive (affronting current community standards of decency) representations or descriptions of masturbation, excretory functions, sadism, masochism, lewd exhibition of the genitals, the male or female genitals in a state of sexual stimulation or arousal, covered male genitals in a discernibly turgid state or a device designed and marketed as useful primarily for stimulation of the human genital organs; and taken as a whole, lacks serious literary, artistic, political and scientific value.

**Peace Officer** – a person elected, employed, or appointed as a peace officer under Article 2.12, Code of Criminal Procedure, Section 51.212 or 51.214, Education Code, or other law; including College District police officers.

**Plagiarism** - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

**Promote** – to procure, manufacture, issue, sell, give, provide, lend, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, present, exhibit, or advertise or offer or agree to do any of the above.

**Public Indecency** – Sexual Contact, Sexual Conduct or prostitution (offering or soliciting for sexual conduct for a fee or for hire).

**Riot** – the assembly of seven or more persons resulting in conduct which creates an immediate danger of damage to property or injury to persons; substantially obstructs law enforcement or other governmental functions or services; or by force, threat of force, or physical action deprives any person of a legal right or disturbs an person in the enjoyment of a legal right.

**Sexual Assault** – an Assault that involves Sexual Contact.

**Sexual Conduct** – actual or simulated sexual intercourse, deviate sexual intercourse, sexual bestiality, masturbation, sado-masochistic abuse, or lewd exhibition of the genitals, the anus, or any portion of the female breast below the top of the areola.
F.4.2.1 (Procedure) Student Code of Conduct
Responsible Departments: Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy: F.4.2 - Student Code of Conduct
Approved: 5-19-09
Last Amended: 12-18-12

**Sexual Contact** - touching of the anus, breast, or any part of the genitals of another person.

**Stalking** – engaging in activity reasonably regarded as threatening of bodily injury to, death of the other person or damage to the other person’s property pursuant to the same scheme or course of conduct that is directed specifically at another person on more than one occasion (including following the other person).

**Student** - a person who is currently enrolled or who has been accepted for admission or readmission to a college of the College District.

**Student Conduct Administrator** - a College District official, or his/her designee, authorized to impose sanctions upon any student(s) found in violation of the Student Code of Conduct.

**Theft** – appropriating property of another without the owner’s effective consent or appropriating property of another under circumstances where the receiving person should know the property was appropriated from another without the owner’s effective consent.

**Weapon** – a Firearm, Illegal Knife, Club, or prohibited weapon as defined by the Texas Penal Code.

*Legal Reference - TACC Policy Reference Manual*

FL(LEGAL) - Student Rights and Responsibilities
FLA(LEGAL) - Student Rights and Responsibilities: Involvement in Decision Making
FLAA(LEGAL) - Student Expression FLBA(LEGAL) - Student Conduct: Dress Code FLBC(LEGAL) - Student Conduct: Hazing FLBE(LEGAL) - Student Conduct: Alcohol and Drug Use
FLBE(EXHIBIT) - Student Conduct: Alcohol and Drug Use
FLBF(LEGAL) - Student Conduct: Weapons FLBG(LEGAL) - Student Conduct: Assaults FLBH(LEGAL) - Student Conduct: Disruptions
FLC(LEGAL) - Student Rights and Responsibilities: Interrogations and Searches
F.1.1 (Policy) Equal Educational Opportunities
Responsible Department:  Vice Chancellor for Student Success
Board Adoption:  5-19-09
Last Board Action:  6-22-10

Equal Educational Opportunity
No person shall, on the basis of race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity sponsored or conducted by the College District.

Title IX and ADA/Section 504 Coordinator
The College District designates the following position to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name:  Linda Boyer-Owens
Position:  Associate Vice Chancellor for Human Resources
Office Address:  201 W. Sheridan Building A, San Antonio, Texas 78204
Office Telephone:  (210) 485-0200

Student Complaints
Students who feel that they have been discriminated against or who feel that the College District has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint pursuant to the College District’s student grievance procedures (see F.4.3 and F.4.4).

FBA(LEGAL) - Admissions and Attendance: Admission Requirements
FBB(LEGAL) - Admissions and Attendance: Tuition
FBC(LEGAL) - Admissions and Attendance: Residency
F.4.1.1 (Procedure) Access to Student Education Records
Responsible Departments: Vice Chancellor for Student Success
Based on Board Policy: F.4.1 - Student Records
Approved: 5-19-09
Last Amended: 8-16-16

Confidentiality

The confidential nature of a student's education records shall be maintained at all times, and the records shall be restricted to use only in the President's, Vice President's, Dean's, advisor's or counselor's office, or other restricted areas. The original copy of the record or any document contained in the record shall not be removed from the school or any other College District location.

Students

A student's education record shall be made available to the student for review during regular college office hours in the Enrollment Services office.

College District Officials

College District officials who have a legitimate educational interest in a student's education records shall have access to a student's records without obtaining prior written consent of the student. For the purposes of this policy, "College District officials" shall mean any employees, Officers, or agents of the College District, as well as attorneys, consultants, and independent contractors who are retained by the College District to perform institutional services or functions for which the College District would otherwise use its own employees and are under the direct control of the College District. A College District official has a "legitimate educational interest" in a student's records if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information

The Family Educational and Privacy Act (FERPA) regulations at 34 CFR 99.3 permit educational institutions to implement a limited directory information policy that enables Alamo Colleges to disclose designated information to designated parties, or for designated purposes.

Alamo Colleges designates for disclosure general directory information and special directory information.

General directory information shall include the student's name, major, enrollment status, dates of attendance, previous education agencies/institutions attended, degrees received, and awards received.

General directory information shall be released to any individual or organization that files a written request with a college President or designee, the Public Information Officer, or the Center for Student Information.
**F.4.1.1 (Procedure) Access to Student Education Records**
Responsible Departments: Vice Chancellor for Student Success
Based on Board Policy: F.4.1 - Student Records
Approved: 5-19-09
Last Amended: 8-16-16

**Special directory information** shall consist of the broadest definition of directory information under applicable FERPA regulations at 34 CFR 99.3. Special directory information shall be released to an individual or organization only at the College District’s discretion, and subject to appropriate security safeguards, to aid implementation of College District objectives, including, without limitation, academic advising, alumni relationships, student transfers, reverse transfers, career counseling, completion tracking, job placement, job placement tracking, workforce development and debt collection.

Notwithstanding the foregoing, students have the right to request that Alamo Colleges not release directory information about them for non-commercial and commercial purposes. No directory information will be released regarding any student who has affirmatively opted against disclosure of directory information.

**Copies**
Copies of records are subject to a per copy cost, payable in advance.

**Transcripts and Records Transfer**
The college may request transcripts from previously attended schools for students transferring into College District schools. However, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

The college shall forward education records upon request to officials of other schools or school systems in which the student seeks or intends to enroll without written consent as permitted by law.

**Privacy Rule**
To the extent that the College District is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), the College District shall comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

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*Legal Reference - TACC Policy Reference Manual*
FJ(LEGAL) - Student Records
FJ(EXHIBIT - Student Records*
D.4.5 (Policy) Harassment
Responsible Department: Human Resources
Board Adoption: 4-28-09
Last Board Action: 1-24-12

It is the policy of the College District to provide an educational, employment and business environment free of harassment.

College District employees shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

No employee or student of the College District shall engage in conduct constituting sexual harassment, or in harassment based on race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation and directed toward minors on College District property, students or College District employees.

A person’s employment may be terminated for repeated instances of conduct constituting harassment, or for a single action constituting harassment if the College District determines that the action is sufficiently severe to warrant that sanction. Employees are responsible for maintaining a workplace free of harassment.

For information regarding alleged harassment by students, see F.4.3 and F.4.3.1.

Procedure D.4.5.1 Harassment

DOA(LEGAL) - Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
D.4.5.1 (Procedure) Harassment
Responsible Department: Human Resources
Based on Board Policy: D.4.5 - Harassment
Approved: 4-28-09
Last Amended: 7-6-10

Sexual Harassment
Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, nonverbal, or physical conduct of a sexual nature, or any unwelcome conduct or other offensive unequal treatment of an individual that would not occur but for the gender of the individual, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting an individual's employment or educational achievement or advancement; or
3. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance, limiting an individual's ability to participate in or benefit from an educational program or activity, or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment is prohibited regardless of whether the parties are of the same gender or of the opposite gender.

Other Harassment
Harassment is verbal or physical conduct, including but not limited to, unwelcome and offensive slurs, jokes, nicknames, or other oral, written, graphic, or physical conduct directed toward an individual that is:

1. severe or pervasive,
2. based on the individual’s race, color, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation or any other reason, that
3. unreasonably interferes with the individual’s work or academic performance, or creates an intimidating, hostile, or offensive educational or work environment.

Harassment of employees or students because they are immigrants, speak another language, or have a foreign accent is prohibited.

Reporting Violations
Any person may report alleged harassment whether or not the person is affected by the conduct or action.
Because the law makes the College District responsible to investigate and if necessary take corrective action as soon as management and supervisors become aware of an allegation of sexual harassment, any administrator who becomes aware that a student or employee is being sexually harassed by a College District employee or student shall report the alleged violation as required in this procedure, and any supervisor who becomes aware that one of the supervisor's employees is being sexually harassed by a College District employee or student shall report the alleged violation as required in this procedure.

Any employee who becomes aware that a student is being harassed by a College District employee or student shall report the alleged harassment as required in this procedure.

The procedure for filing complaints of harassment is as follows:

Students and employees wishing to complain of harassment, and employees, agents, students, or trustees of the College District informed of an alleged harassment incident may report the incident to any of the following:

- the Associate Vice Chancellor for Human Resources or designee;
- the employee's supervisor or a College District administrator;
- a college official;
- the College District Title IX coordinator (for allegations of harassment based on gender - see D.2.1.1);
- the District Ethics and Compliance Officer; or
- the College District Ethics Hotline through the toll-free telephone number or the internet reporting site (as with all harassment complaints and reports, the complainant or reporter is encouraged to provide contact information to enable the College District to proceed with an investigation of the charges).

Any individual receiving a complaint or report of alleged harassment shall immediately notify the Associate Vice Chancellor for Human Resources or designee if the accused is an employee, or the college President if the accused is a student, for investigation of the charges.

For purposes of this procedure, college counselors:

1. who are told, within the scope of their employment as counselors, by a student that the student is the object of, or has observed the harassment of another student, and
2. who are bound by licensure, statutory requirements, or the code of conduct of a professional counseling organization with which they are affiliated, to maintain the confidentiality of student communications
D.4.5.1 (Procedure) Harassment

Responsible Department: Human Resources
Based on Board Policy: D.4.5 - Harassment
Approved: 4-28-09
Last Amended: 7-6-10

are not considered “supervisors” or others subject to the requirement of this procedure to report the alleged harassment.

In the alternative, the counselors should encourage the student who has confided in them to make such a complaint through the channels prescribed in this procedure.

The Human Resources department shall assist the complainant in preparing a formal written complaint which shall include the date, time, place, and a specific description of the harassment complaint.

To the extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary as required by law, or to complete a thorough investigation.

Freedom from Retaliation

The College District is committed to ensuring that individuals are not adversely affected for having brought forward a charge of harassment, testified, assisted, cooperated with, or participated in any manner in an investigation, proceeding, or hearing (see D.3.2, D.3.2.1, and D.3.2.2). In the event such retaliation is determined, appropriate disciplinary penalties shall be initiated. The College District reserves the right to decline to indemnify or defend any employee who engages in retaliation in violation of this procedure.

However, nothing in this procedure limits or delays the College District’s right to take appropriate disciplinary actions, up to and including termination, when an employees’ behavior warrants the action, and nothing in this procedure shall prevent the College District from taking appropriate action against a person who knowingly makes a false accusation.

Investigation

The Human Resources department shall coordinate investigations of alleged sexual harassment by employees, and shall promptly investigate all allegations of other harassment by employees.

Sexual Harassment

The college Presidents/designees and Vice Chancellors/designees, in consultation with the Faculty Senates and Staff Councils as appropriate, shall appoint individuals to serve on investigative teams to be trained by the Human Resources department and the Office of Legal Affairs in the procedures of sexual harassment investigation. The Chancellor or designee may also appoint individuals to serve on investigative teams.

Within three College District business days from the date the complaint is filed, the Associate Vice Chancellor for Human Resources or designee shall appoint a member of Human Resources to be the chair of the investigative team and inform the appropriate college President/designee or Chancellor/designee of the complaint.
D.4.5.1 (Procedure) Harassment
Responsible Department: Human Resources
Based on Board Policy: D.4.5 - Harassment
Approved: 4-28-09
Last Amended: 7-6-10

Upon receipt of the complaint, the appropriate college President/designee or the Chancellor/designee shall:

1. Immediately appoint two members to the investigative team from the available trained team members; and

2. Within five College District business days, notify the accused of the complaint and investigation by hand-delivering the notice to the accused on a form provided by the Human Resources department. The time allotted for delivering the notice to the accused may be extended in writing before the expiration of the original deadline by the President/designee or Chancellor/designee under extraordinary circumstances. A break between semesters may constitute an extraordinary circumstance.

During this time period (between filing of the complaint and notification of the accused), the investigative team shall be appointed, but the team shall not begin the investigation or be told the name of the accused until the accused is notified pursuant to Item 2 above.

If either party to the complaint is a faculty member, the investigative team shall include at least one faculty member. If either party to the complaint is a staff member, the investigative team shall include at least one staff member. For complaints against district services employees, the appropriate Vice Chancellor/designee or Chancellor/designee shall appoint two investigative team members. In all instances, the Associate Vice Chancellor for Human Resources or designee shall appoint a member of Human Resources to serve as the chair of the team. All teams shall consist of at least one male and one female investigator.

Nothing in this procedure precludes College or College District administration from taking action as provided by College District policy to protect the rights of the complainant and the accused, including temporary reassignment of either party during the investigation and resolution of complaints.

Within 40 College District business days after the accused has been notified pursuant to Item 2 above, the investigative team shall receive its charge from the Associate Vice Chancellor for Human Resources, investigate the complaint according to the requirements of this procedure, and submit a written report of its factual findings to the appropriate college President/designee or the Chancellor/designee.

The investigative team shall have the authority to interview witnesses and gather documentation. The investigation period may be extended in writing before the expiration of the initial deadline by the President/designee or Chancellor/designee under extraordinary circumstances. A break between semesters may constitute an extraordinary circumstance. The investigation shall be conducted as expeditiously as possible and, where necessary, the administration shall provide team members with substitutes for preassigned responsibilities.
D.4.5.1 (Procedure) Harassment
Responsible Department: Human Resources
Based on Board Policy: D.4.5 - Harassment
Approved: 4-28-09
Last Amended: 7-6-10

At all times, the investigative team shall take steps to ensure confidentiality for witnesses, complainants and the accused during the investigation, including without limitation, requiring all parties to agree, in writing, that information disclosed during the investigation shall not be disclosed to others unless required by law, court order, or to defend the College District in legal proceedings. A violation of confidentiality shall be grounds for disciplinary action up to and including termination.

During the investigation of a complaint or pending corrective action, the Chancellor/designee may, where circumstances warrant and consistent with College District policy, place an employee on administrative leave, pending the results of the investigation or the finality of the corrective action.

Because the investigative team has a serious responsibility to ascertain the facts, the whole College District has an interest in the accuracy and reliability of the information the investigative team receives. For that reason, if any witness or alleged violator of this policy is later found to have knowingly provided false information to the investigative team, the College District reserves the right to decline to indemnify or defend any employee who knowingly provides false information to the investigative team in violation of this procedure.

Upon receipt of the investigative report, the President/designee or Chancellor/designee, and the Associate Vice Chancellor for Human Resources/designee shall review the report. Within 60 College District business days after the accused has been notified, based on the evidence produced and the investigative team's report, the President/designee or Chancellor/designee, in consultation with the Associate Vice Chancellor for Human Resources/designee, shall determine the appropriate resolution. Resolution may range from no action taken if the investigation did not provide sufficient evidence to confirm the complaint, to training, progressive discipline, or termination based on applicable College District policy and procedures.

In the event of a criminal investigation of sexual harassment charges or an investigation in which a College District police officer is accused of sexual harassment, the time lines in this procedure are suspended pending the outcome of the criminal or College District Police Department internal investigation.

Sexual Harassment Prevention
The Board recognizes that prevention is the best tool for the elimination of sexual harassment or conditions conducive to sexual harassment within the College District. Therefore, the Chancellor or designee shall take all necessary steps to prevent and eliminate sexual harassment including, but not limited to:

1. Publishing this procedure and the related policy for all present and future employees;
D.4.5.1 (Procedure) Harassment
Responsible Department: Human Resources
Based on Board Policy: D.4.5 - Harassment
Approved: 4-28-09
Last Amended: 7-6-10

2. Seeing that mandatory in-house training workshops on sexual harassment are established and performed;
3. Publishing sexual harassment prevention and response materials, where appropriate; and
4. Supplementing, where appropriate, employee handbooks to include the College District policy and procedure on sexual harassment

DOA(LEGAL) - Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
F.4.3 (Policy) Student Sexual Harassment
Responsible Department: Vice Chancellor for Student Success, Vice Chancellor for Academic Success

Board Adoption: 5-19-09
Last Board Action: 5-19-09

Students shall not engage in sexual harassment toward another student or a College District employee. When a charge of sexual harassment against a student is substantiated, the college shall take disciplinary action pursuant to the Student Code of Conduct set forth in F.4.2 and F.4.2.1.

Sexual Harassment

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual harassment includes, but is not limited to:

1. Unwelcome physical contact of a sexual nature such as inappropriate touching.
2. Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
3. Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual or his/her appearance.
4. Use of sexually suggestive terms or gestures to describe a person’s body, clothing, or sexual activities.
5. Displaying or posting offensive sexually suggestive pictures or materials on College District property.

Freedom from Retaliation

Neither the College District nor any College District employee, agent, or student shall retaliate against a student who in good faith reports perceived sexual harassment.

Investigation

The chief student affairs officer or designee shall promptly investigate and address all complaints of sexual harassment filed against a student whether the complaint is brought forward by another student or a College District employee pursuant to the Student Code of Conduct.

Procedure F.4.3.1 Student Sexual Harassment: Complaint Process

FL(LEGAL) - Student Rights and Responsibilities
FLDA(LEGAL) - Student Complaints: Sexual Harassment
F.4.3.1 (Procedure) Student Sexual Harassment: Complaint Process
Responsible Departments:  Vice Chancellor for Student Success, Vice Chancellor for Academic Success
Based on Board Policy:  F.4.3 - Student Sexual Harassment
Approved:  5-19-09
Last Amended:

Any student who believes that he/she has been a victim of sexual harassment by a student may report the incident to the college chief student affairs officer or designee. Any student who believes that he/she has been a victim of sexual harassment by an employee may report the incident as outlined in D.4.5.1. Any individual receiving a complaint or report of alleged sexual harassment by a student shall immediately notify the college chief student affairs officer or designee for investigation of the charges.

The chief student affairs officer or designee shall promptly investigate and address all complaints of sexual harassment filed against a student whether the complaint is brought forward by another student or a College District employee.

FL(LEGAL) - Student Rights and Responsibilities
C.2.13 (Policy) Smoking Education Program
Responsible Department: Enterprise Risk management
Adopted: 10-28-14
Last Board Action: 10-28-14

Each college and the College District as a whole shall make every effort through education, counseling, and training to inform all students, faculty, and staff of the harmful effects of smoking or smoke inhalation. Programs of instruction and other materials shall incorporate information on the adverse effects of tobacco.

Smoke-Free Environment
Smoking is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, and all other rooms in all buildings of the College District, and on all property which is owned, leased, rented, or otherwise under the control of the College District. *Smoke-Free Environment includes the prohibited use of tobacco products and vapor or e-cigarettes.*
Core Curriculum Course Listing 2016-2017

### Communication (10) Core—2 courses (6 credit hours)
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

### Mathematics (20) Core—1 course (3 credit hours)
- MATH 1314 - College Algebra
- MATH 1324 - Mathematics for Business and Social Sciences I
- MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)

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<tr>
<th>Course</th>
<th>Alternatives</th>
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<tbody>
<tr>
<td>MATH 1414 - College Algebra (Precal Track)</td>
<td>MATH 1442 - Elementary Statistical Methods</td>
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<tr>
<td>MATH 2412 - Precalculus</td>
<td>MATH 2413 - Calculus I</td>
</tr>
</tbody>
</table>

### Life & Physical Sciences (30) Core—2 courses (6 credit hours)
- ANTH 2301 - Physical Anthropology
- ASTR 1303 - Stars and Galaxies Lecture
- ASTR 1304 - Solar System Lecture
- BIOL 1308 - Biology for Non-Science Majors I (Lecture)
- BIOL 1309 - Biology for Non-Science Majors II (Lecture)
- BIOL 1322 - Nutrition
- BIOL 1323 - Consumer Nutrition Non-Science Majors
- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II
- BIOL 1408 - Biology for Non-science Majors I
- BIOL 1409 - Biology for Non-science Majors II
- BIOL 1411 - General Botany
- BIOL 1413 - General Zoology
- BIOL 2306 - Environmental Biology (Lecture)
- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II
- BIOL 2404 - Human Anatomy and Physiology
- BIOL 2406 - Environmental Biology (Lecture & Lab)
- BIOL 2420 - Microbiology for Allied Health Majors
- CHEM 1305 - Introductory Chemistry Lecture I
- CHEM 1307 - Introductory Chemistry Lecture II

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<tr>
<td>CHEM 1311 - General Chemistry Lecture I</td>
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<td>CHEM 1405 - Introductory Chemistry I</td>
<td>CHEM 1407 - Introductory Chemistry II</td>
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<tr>
<td>CHEM 1411 - General Chemistry I</td>
<td>CHEM 1412 - General Chemistry II</td>
</tr>
<tr>
<td>GEOL 1301 - Earth Sciences Lecture I</td>
<td>GEOL 1303 - Physical Geology Lecture</td>
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<tr>
<td>GEOL 1304 - Historical Geology Lecture</td>
<td>GEOL 1305 - Environmental Geology Lecture</td>
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<tr>
<td>GEOL 1345 - Oceanography</td>
<td>GEOL 1401 - Earth Sciences I</td>
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<td>GEOL 1403 - Physical Geology</td>
<td>GEOL 1404 - Historical Geology</td>
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<tr>
<td>PHYS 1301 - General Physics I Lecture</td>
<td>PHYS 1305 - Introductory Physics I Lecture</td>
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<td>PHYS 1401 - General Physics I</td>
<td>PHYS 2425 - University Physics I</td>
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<tr>
<td>PHYS 2426 - University Physics II</td>
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### Language, Philosophy, & Culture (40) Core—1 course (3 credit hours)
- ARAB 2311 - Intermediate Arabic I
- ARAB 2312 - Intermediate Arabic II
- CHIN 2311 - Intermediate Chinese I
- CHIN 2312 - Intermediate Chinese II
- ENGL 2322 - British Lit I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Lit II: Romanticism to the Present
- ENGL 2327 - American Lit I: Precolonial through the Romantic Period
- ENGL 2328 - American Lit II: Realism to the Present
- ENGL 2332 - World Lit I: Antiquity through the Renaissance
- ENGL 2333 - World Lit II: Neoclassical to the Present
- ENGL 2341 - Forms of Literature
- ENGL 2342 - Intro to Literature and Literary Criticism
- ENGL 2351 - Mexican American Literature
- FREN 2311 - Intermediate French I

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<td>FREN 2312 - Intermediate French II</td>
<td>GERM 2311 - Intermediate German I</td>
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<tr>
<td>GERM 2312 - Intermediate German II</td>
<td>HIST 2321 - World Civilizations I</td>
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<td>HUMA 1301 - Introduction to the Humanities I</td>
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<td>HUMA 1302 - Introduction to the Humanities II</td>
<td>HUMA 1305 - Introduction to Mexican-American Studies</td>
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<td>HUMA 2319 - American Minority Studies</td>
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<td>HUMA 2323 - World Cultures</td>
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<td>ITAL 2311 - Intermediate Italian I</td>
<td>ITAL 2312 - Intermediate Italian II</td>
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<tr>
<td>JAPN 2311 - Intermediate Japanese I</td>
<td>JAPN 2312 - Intermediate Japanese II</td>
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<tr>
<td>LATI 2311 - Intermediate Latin I</td>
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### Creative Arts (50) Core—1 course (3 credit hours)
- ARCH 1301 - History of Architecture I
- ARCH 1302 - History of Architecture II
- ARCH 1311 - Architecture, Society, and Culture
- ARTS 1301 - Art Appreciation
- ARTS 1303 - Art History I
- ARTS 1304 - Art History II
- DANC 2303 - Dance Appreciation
- DRAM 1310 - Introduction to Theatre - Theatre Appreciation
- HUMA 1311 - Mexican-American Fine Arts Appreciation
- HUMA 1315 - Fine Arts Appreciation
- MUSI 1306 - Music Appreciation
- MUSI 1309 - Music Literature II
- MUSI 1310 - American Music

### American History (60) Core—2 courses (6 credit hours)
- HIST 1301 - United States History I
- HIST 1302 - United States History II
- or
- HIST 2327 - Mexican-American History I
- HIST 2328 - Mexican-American History II
- or
- A student may take one United States History course and one Mexican-American History course as long as the combination consists of a Part I and a Part II.
- or
- HIST 2301 - Texas History
- HIST 1301 or HIST 1302 or HIST 2327 or HIST 2328

### Government/Political Science (70) Core—2 courses (6 credit hours)
- GOVT 2305 - Federal Government
- GOVT 2306 - Texas Government

### Social and Behavioral Sciences (80) Core—1 course (3 credit hours)
- ANTH 2302 - Archaeology
- ANTH 2351 - Cultural Anthropology
- COMM 1307 - Introduction to Mass Communications
- CRJ 1301 - Introduction to Criminal Justice
- ECON 1301 - Introduction to Economics
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- GEOG 1302 - Cultural Geography
- GEOG 1303 - World Regional Geography
- GOVT 2304 - Introduction to Political Science
- PSYC 2301 - General Psychology
- PSYC 2306 - Human Sexuality
- PSYC 2307 - Adolescent Psychology I
- PSYC 2308 - Child Psychology
- PSYC 2315 - Psychology of Adjustment
- PSYC 2319 - Social Psychology
- SOCI 1301 - Introductory Sociology
- SOCI 1306 - Social Problems

### Additional Communication (90) Core—1 course (3 credit hours)
- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - In interpersonal Communication
- SPCH 1321 - Business and Professional Communication
### Additional Language, Philosophy, & Culture (90) Core—1 course (3 credit hours)

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*Not all courses that satisfy core requirements are offered at all Alamo Colleges.*
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Acatalog ACMS™: course Information

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Calculus for Business & Social Sciences

Northeast Lakeview College
Schedule/Catalog 2016-2017

MATH 1325 - Calculus for Business & Social Sciences

Prerequisites: MATH 1324 or MATH 1414 with a grade of C or better or MATH 1314 with a grade of A

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

Semester Hours: (3-3-0)

CIP: 27.0301.53 19

Offered at:
NLC: Yes
NYC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

Click here for course schedule information.