

by going to the Campus Police department located in Building 137 behind the Student Services Building 119 during regular college hours. Additional information on parking is available online, in the CTC Student Handbook, semester schedule bulletins, or by calling the Campus Police at 526-1200.

Student ID Cards

The CTC student ID is used for various campus facilities such as the library, computer labs, and the physical fitness center and natatorium. CTC student ID cards are issued in Room 100 of the Student Services Building 119. Students must present a valid state or federally-issued photo ID, such as a driver's license or military ID card and a copy of their paid CTC registration receipt. CTC student ID cards must be renewed each semester with a sticker, available once the student is officially registered. The first student ID card is free. A \$5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC student ID section located in Building 119.

Library Services

Located on the Central Texas College Campus in Killeen, the Oveta Culp Hobby Memorial Library (HML) is a joint library in which Central Texas College and Texas A&M University CT share space, library services, and library materials. The HML provides library services to all registered students, faculty and staff worldwide. In addition, the library serves a significant secondary role as a research library for the surrounding community. Online availability is provided through the library's website www.ctcd.edu (click on library). The library home page is the main vehicle for providing library services and materials; access is available 24 hours a day.

The physical library offers many varied and useful amenities to assist patrons in their pursuit of information. There are several study rooms for individuals and groups; a meditation room, a reading room and quiet areas for sitting, studying and contemplation. The library is open 78 hours per week during spring and fall semesters, 73 hours per week during the summer semester and 44 hours per week between semesters. The physical collection is searchable through the online catalog and is comprised of 115,000 volumes and 315 periodical titles. Research and instruction workshops, conducted in a digital classroom, are available by appointment.

Through the virtual collection of over 75 electronic databases, patrons can access periodical citation indexes, full-text periodical articles, reference resources, encyclopedias, legal documents and e-books. Information resources are available by phone and e-mail; there is a professional librarian on duty all the hours the library is open. Remote reference request through "Ask an Online Reference Librarian" is checked several times a day, 7 days a week and there is a 24 hour "turnaround" time to all queries.

The Multimedia Services Department has 58 computers for student use and four for the general public. The audiovisual collection has 2,963 items available for patrons to use. The multimedia department maintains an inventory of equipment that meets all trade specifications and assists patrons with their audio visual needs.

Copying Service

Two coin-operated copier machines are available at the Library, Building 102, and one coin-operated copier machine is available at the Nursing and Science, Building 150.

AROTC Affiliated Programs

The Army Reserve Officer Training Corps (ROTC) is designed to provide courses of military instruction which will permit volunteer, selected, male and female college students to prepare themselves for commissions as second lieutenants in the United States Army Reserve while they pursue academic courses leading to baccalaureate degrees. Specific courses are available to Central Texas College students through concurrent enrollment arrangements with Texas A&M, Central Texas and may also be transferred to other universities with an advanced ROTC program. These courses may be taken without military obligation. ROTC courses will be treated as hours in residence at Central Texas College and may be used for elective credits in some programs. Four-year ROTC scholarships are available for the CTC-TAMU-CT ROTC program. For further information contact the Guidance and Counseling Office at Central Texas College 254/526-1226 or the Military Science Department at Texas A&M, Central Texas, 254/526-1676.

Academic Policies

Academic Load

A normal load is 15 to 18 semester hours per long semester. Central Texas College reserves the right to limit the course load carried by any student. Typical course loads are listed below.

- Full Time
 - 12 or more semester credit hours during the 16-week fall or spring semester.
 - 8 or more semester credit hours during the 10-week summer session.
 - 6 semester credit hours per 8-week term.
 - 4 or more semester credit hours per 5 ½-weeks summer semester.
- Three-Quarter Time
 - 9 to 11 semester credit hours during the 16-week fall or spring semester.
 - 5 semester credit hours per 8-week term.
- Half Time
 - 6 to 8 credit hours during the 16-weeks fall or spring semester.
 - 3 to 4 semester credit hours per 8-week term.

NOTE Students attending college with financial aid or veterans benefits assistance may be required to meet academic course load standards other than those noted above. Contact the CTC Office of Student Financial Assistance or the CTC Veteran Services Office before registering for courses.

Maximum/Minimum Load

Except as stipulated in the program of study, a student will not be permitted to enroll in more than six academic courses or more than 18 semester hours during any combination of terms within a 16-week semester. The maximum load for a 5 1/2 week summer semester is eight semester hours. The maximum credit a student can earn during the entire summer session is 14 semester hours. A student wishing to enroll in more than the maximum load must receive approval from the campus dean or his or her designee.

International students must maintain a minimum load of 12 semester hours during each regular semester (fall and spring semesters) in compliance with U.S. Citizenship and Immigration Services (USCIS) regulations.

Satisfactory Progress Standards

Each student has the responsibility for attending class and pursuing the objectives of each course that the student is officially enrolled.

Class Attendance and Course Progress

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting.

- Students are required to be in class on time. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.
- Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.
- An instructor may initiate an administrative withdrawal if a student fails to meet the attendance requirements or is not making satisfactory progress toward the course objectives. The instructor may assign a grade of "FN" or "XN" at the time of the administrative withdrawal.
- Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

Religious Holy Days

If you desire to be absent from classes for the observance of a religious holy day, you must submit a written request to each instructor prior to the absence, but no later than the fifteenth day after the first day of the semester, of the religious holy day(s) that will be missed. Although you will be excused from classes, you will be responsible for make-up of all work or tests missed on the religious holy day on which the absence occurred. The instructor may respond appropriately if you fail to satisfactorily complete the assignment or examination. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 Tax Code.

Excessive Absences

Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week term may be administratively dropped by the instructor with a grade of "W." Students may also be administratively withdrawn from any class when their absences exceed a total of four class meetings for a 16-week course or three class meetings for less than 16-week courses and; in the opinion of the instructor, the student cannot satisfactorily complete the course.

Self-Paced Certificate Programs

In the self-paced certificate programs, if a student misses more than 25 percent of the time they have contracted for in a month's time, the student will be dropped with a grade of "FN" or "XN" for nonattendance and will be required to re-enroll for the class.

Failure to Maintain Satisfactory Progress

Readmissions or enrollment may be denied at any time a student fails to maintain satisfactory progress following an academic review by the appropriate Campus Dean. If a student is determined to be ineligible for continued enrollment or re-enrollment at Central Texas College, the student will be notified in writing of the action taken. A student denied enrollment may appeal the decision of the Campus Dean. The appeal must be submitted in writing within seven (7) working days of notification. The appeal must be submitted to the office of the Deputy Chancellor responsible for the campus. The decision of the Deputy Chancellor will be final.

Excused Absence for a Person Called to Active Military Service

HB 1630 of the 79th Texas Legislature requires Texas public colleges and universities to grant excused absences for students who are called to active military service for a brief duration of service. Active military service is defined as service in the armed forces of the United States, the National Guard, or the Texas State Guard including travel associated with the service. The maximum period for which a student may be excused can be no more than 25 percent of the total number of class meetings, excluding the final examination, for the specific course or courses that the student is currently enrolled at the beginning of the period of active military service. For students who enroll in distance learning courses or other asynchronous courses, a student may be excused if no more than 25 percent of the course is remaining.

Students who are called to active military service for a brief duration of service are required to provide to the CTC System Registrar's office an original copy or notarized copy of their orders, which indicates that they have been called to active duty. Students will sign a "Short-Term Stop-Out Military Agreement" that states it is their responsibility to contact each of their instructors prior to leaving for active duty so that they can discuss which assignments and/or exams need to be completed once they return and a reasonable time for completion. Students will be given a withdrawal grade of WT (Withdrawal Temporary).

Upon returning from active duty, students must contact their instructor(s) and arrange for completing the remaining course requirements. Each faculty member has the right to issue a final grade based on coursework completed should students fail to satisfactorily complete the assignment(s) and/or examination(s) within the reasonable time designated by the instructor. Students who wish to dispute the institutional process regarding this policy will follow the informal grievance procedures outlined in the CTC Student Grievance Policies. If the informal procedures do not resolve the grievance, then such students will follow the formal grievance procedures included in the CTC Student Handbook.

Students who receive student financial aid (such as the PELL Grant, SEOG, Stafford Loan), VA benefits, or other third party sponsorships could be required to repay all or a portion of their financial aid assistance.

Withdrawal From Classes

It is the student's responsibility to officially drop a class if circumstances prevent attendance. An instructor cannot initiate a withdrawal based on the student's request. GoArmyEd students should contact their ACES counselor before withdrawing and withdraw through the GoArmyEd portal. All other students who desire to or must officially withdraw from a course on or after the first scheduled class meeting must file an Application for Withdrawal with the local CTC representative by the last date to withdraw. Students enrolled in distance learning courses and who do not have access to a local CTC representative should submit a withdrawal form to online.mentors@ctcd.edu or the CTC Records Office in Killeen, Texas.

- Applications for Withdrawal will be accepted at any time before the completion of the 12th week of classes for 16-week courses, the sixth week of classes for eight-week courses, or the fourth week of classes for six-week courses.
- For non-GoArmyEd active military students, the effective date of withdrawal is the filing date with the Education Center. For all other students, the effective date of withdrawal is the date that the withdrawal application is received by the Central Texas College representative.
- Students who used financial aid, military tuition assistance, VA benefits, or other non-personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Aid or Veterans Services Office before withdrawing. Military tuition assistance students should visit their military Education Center or Navy College Office.
- Students may not withdraw from a class for which the instructor has previously issued a grade of "F," "FI," "FN," "IP," or "XN."

Instructor Initiated Withdrawals

Faculty are authorized to withdraw students who are not making satisfactory course progress as outlined in the section of the Catalog entitled "Satisfactory Progress Standards."

Administrative Initiated Withdrawals

A student may be administratively withdrawn by a designated member of the administrative staff of the College under the following conditions:

- The student has been placed on Academic Suspension or Disciplinary Suspension;
- The student has an outstanding financial obligation owed to the college; or
- The student registered for a course without the required prerequisite or departmental permission.

The college is under no obligation to refund tuition and fees, or other costs associated with a student who is administratively withdrawn.

Third Attempt to Enroll in a Course

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student for a third or more times at their institution since Fall Semester 2002. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of "W," and courses with grades of A, B, C, D, F, FI, FN, XN, N, P, I, or IP. Certain courses are exempt and may include:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

CTC will charge the nonresident rate for any course attempted more than two times that cannot be submitted for formula funding. Contact the Associate Dean for Guidance and Counseling or the Student Services Dean for certain exemptions.

TEC 51.907 Course Withdrawal Limit Policy

Effective with the Fall 2007 term and subsequent terms, undergraduate students who enroll in a Texas public institution of higher education for the first time are not permitted to drop more than six courses throughout their undergraduate career per section 51.907 of the Texas Education Code. Courses a transfer student dropped at another Texas public institution of higher education and CTC courses regardless of location or delivery method are included in the six-limit course drop, to include classroom courses taught at non-Texas locations and/or distance learning courses taken by a student located outside Texas.

Students Affected

Affected undergraduate students for whom the six-drop course limit applies are:

- First-time students, to include transfer students from a non-Texas public institution who are enrolling for the first time in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
- High school graduates who previously attempted college credits while in high school and enroll after high school graduation in the Fall 2007 semester or subsequent semesters at a Texas public institution of higher education.
- Students who were not officially enrolled at a Texas public institution of higher education prior to the Fall 2007 semester after being granted an Academic Fresh Start.

Students who completed a bachelor's degree at any recognized public or private institution whether or not taking additional undergraduate courses are not considered affected students.

Dropped Course Definition

A dropped course is a course in which an undergraduate student at an institution of higher education has enrolled for credit, but did not complete under these conditions:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicates or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from all courses at the institution.

CTC Course Drop Definition

For purposes of clarification, a course drop applies to CTC credit courses in which an undergraduate student:

- is officially enrolled in the course on its census date, with the course reflected on the student's transcript, and
- will receive a non-punitive grade of W in the course unless the drop represents complete withdrawal from CTC. CTC courses for which grades of A, B, C, D, F, FN, FI, IP, N, XN, or P are earned and instructor-initiated administrative withdrawals for excessive absences or no activity in a distance learning course are not included in the six-limit course drop.

CTC Student Withdrawal Definition

A course or courses dropped that constitute withdrawal from all courses at CTC that start during any fall semester (terms 1 and 2), spring semester (terms 3 and 4), or both summer sessions (term 5) do not apply to the six-drop course limit.

Courses Excluded from the Six-Drop Limit

Drops from the following types of courses are excluded from the six-drop course limit:

1. Courses taken by students while enrolled in high school, e.g. dual credit, concurrent credit, or early admissions.
2. Courses dropped at private or out-of-state colleges or universities.
3. Remedial or developmental courses that are within the 27-hour limit and other courses such as continuing education units that do not apply to a degree.
4. Courses taken as a required co-requisite to another course such as a lecture course with a required laboratory. Only one drop will be counted.
5. Courses which meet the college's definition of a complete student withdrawal.
6. Courses not submitted for funding such as courses taken that exceed the two-repeat course rule or the maximum number of hours to complete a degree; and excessive developmental study courses that exceed the 27 semester hour limit.
7. CTC courses which were dropped for good cause as listed in the Course Drop Exceptions in this section.

Transfer Credits Attempted at other Texas Public Institutions of Higher Education

Transfer students who attended another Texas public institution of higher education are required to submit official transcripts to determine if any courses attempted at that institution apply to the six-limit course drop. If the transcript does not indicate any drops toward the limit, CTC will set its drop count to zero. Because CTC has an open-admissions policy, transcripts may not be received prior to admissions. When official transcripts are not received, CTC's counter will be set at zero. However, if it is later discovered the zero drop counter is incorrect, CTC's counter will be re-set to the appropriate number of drops. If a CTC course was dropped that exceeded the six-drop course limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

Course Drop Exceptions

Courses dropped for one or more of the "good cause" reasons below are excluded from the six-limit course drop. Students must indicate the reason for the drop on a completed CTC Withdrawal form at the time the withdrawal request is made. If a student does not indicate a reason on the withdrawal form, the course drop will be included in the six-limit course drop unless the drop constitutes a complete withdrawal from CTC. College officials may require documentation.

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course.
2. The student is responsible for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete a course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. An active duty service member of the armed forces of the United States, the National Guard, or the Texas National Guard or family member of the active duty service member or another individual who is otherwise considered to have a significant close relationship to the active duty member such that the person's active duty military service is considered to be a showing of good cause.
5. A change in the student's work schedule that is beyond the control of the student and subsequently affects the student's ability to satisfactorily complete the course.
6. Other good causes as determined by CTC such as Peace Corps or church mission service, institutional academic advisement error, or natural disaster that affects the student's ability to satisfactorily complete a course.

For purposes of this section, definitions are provided below:

- Family members include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.
- A sufficiently close relationship refers to a relationship with any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution on a case-by-case basis.

Appeal Process

Students who do not agree with the System Registrar's decision must submit their request for an appeal within 30 days of the System Registrar's decision. The student must provide a written request with copies of documentation to the Dean of Student Developmental Services at the Central Campus in Killeen, Texas. If the Dean grants the appeal, the Dean will notify the System Registrar, who will update the student's record. The decision of the Dean is final. Appeals will not be accepted without appropriate documentation to support the request for an exception.

Transferring from CTC to another Texas Public Institution of Higher Education

Since the six-limit course drop applies to all courses taken at any Texas public institution of higher education by an undergraduate student, students transferring to another Texas public institution of higher education should become familiar with that college's or university's policies and procedures as related to TEC 51.907.

Student Classification

Freshman	Less than 30 semester hours of college-level credit recorded on your permanent record.
Sophomore	At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.
Unclassified	More than 72 hours with no associate of higher degree earned.

Credit Transfer To Central Texas College

Transfer of credit from regionally accredited colleges and universities may be accepted when the grade earned was “C” or higher, courses are lower division (unless approved SOC transfer guarantees), and the course applies to the student’s CTC program of study. Passing grades lower than “C” may be considered for transfer in accordance with departmental requirements and current evaluation procedures. Grades lower than a C grade will not be accepted in transfer toward major degree requirements. Official transcripts from each college or university previously attended are required.

Due to the rapid changes occurring in the vocational/technical fields, courses taken in a major field of study or vocational/technical courses directly related to that major field may not be accepted in transfer if courses were completed over five years before entering the CTC program of study. This also applies to returning students when vocational/technical courses applicable to your CTC program of study were taken at Central Texas College.

To Other Colleges and Universities

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who enroll in courses for transfer to another college or university should consult with their advisor at the receiving school to ensure coursework will be accepted in their program of study. Although CTC advisors can assist with general academic advisement, it is the student’s responsibility to ensure courses will meet degree requirements at their college or university.

As a general rule, senior colleges and universities will accept a maximum of 66 hours of academic (not workforce education) lower-division coursework in transfer toward a bachelor’s degree.

Resolution of Transfer Dispute for Lower-Division Academic Courses

Generally, lower-division academic courses are transferable among Texas public colleges and universities, providing that the course(s) are within the approved transfer curriculum of the declared major field. Texas public institutions are required to notify students if approved coursework earned at another institution will not be accepted in transfer. CTC follows the guidelines established by the Texas Higher Education Coordinating Board for resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Rule 5.393).

If an academic course is not accepted in transfer by another Texas public college or university, a student can request that CTC submit a Transfer Dispute Form to the receiving institution. Forms are available through the Office of the Dean of Student Developmental Services. The student must complete the form within 14 days from the date that he or she was notified by the receiving institution that the course(s) would not transfer. If CTC cannot determine the appropriate reason for the course not transferring, the form will be forwarded to the receiving institution. If the transfer dispute is not resolved to the satisfaction of the student or CTC within 45 days after the date the student received the notice of denial, the dispute may be sent to the Commissioner of Higher Education for resolution and/or investigation.

Both the Associate of Arts and Associate of Science degrees have been developed to accommodate transfer to senior colleges. All of the required curricular courses are equivalent to courses found in the current edition of the Lower-Division Academic Course Guide Manual.

Grading Policy Grading System

The grading system at Central Texas College is as follows:

Grades	Grade Points	
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete (except developmental)	0
FN	Nonattendance	0
FI	Failure, nonremoval of incomplete	0
IP	Incomplete, in progress (except developmental)	Not Computed
N	No Credit	Not Computed
P	Completed	Not Computed
W	Withdrawal	Not Computed
XN	Nonattendance, Incomplete for developmental and designated modular courses	Not Computed

Grade Designations

“D”

Students receiving a “D” grade in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite coursework with at least a “C” grade. A “D” grade will not be acceptable toward graduation for any course in the major in the Associate of Arts, Science, Applied Science degree, or certificate programs.

“F”

Failure may be awarded for lack of academic progress (F), failure due to non-attendance (FN), or failure to complete remaining course requirements (FI). “F” grades may not be overridden with “W” or “I” grades. If you elect to repeat a course for which you have received an “F,” you must re-register, pay full tuition and fees, and repeat the entire course.

“IP” Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, institutional technology failures and mail delays. Notice of absences with institutional supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 110 days after the scheduled end of the course. It is the student’s responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the “IP” within the time specified. An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course. The IP grade became effective in the fall of 2001.

At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “F” and appear as an “F” on the student’s official transcript.

“N”-No Credit

The grade of “N” is reserved for use with some developmental and designated nontraditional, modular courses and will be assigned to students who have made satisfactory progress, but lack the successful completion of certain modules required for course completion. The grade of “N” indicates that the student must enroll the following semester and complete those modules for a final grade in the course. Re-enrollment requires the payment of usual tuition and fees for the course.

“P”-Completed

The grade of “P” is reserved for use with designated nontraditional, modular courses and will be assigned to students who have satisfactorily mastered all the course requirements. When used with credit-granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“XN”-Non-Attendance

The grade of “XN” is reserved for use with developmental and designated nontraditional, modular courses and will be assigned to students who have failed to make satisfactory progress due to failure to attend.

“W”-Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with Central Texas College before they may be considered for withdrawal.

Grade Point Averaging (GPA)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Grades and unofficial transcripts are available online through WebAdvisor.

Calculating Grade Point Average

Course	Grade	Grade		Calculation
		Points	Hours	
BUSI 1301	A	4	3	$4 \times 3 = 12$
ENGL 1301	B	3	3	$3 \times 3 = 9$
ITSC 1409	C	2	4	$2 \times 4 = 8$
CJLE 1211	D	1	2	$1 \times 2 = 2$
			12 crs.	31 gp.
				$31/12 = 2.583$ GPA

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total grade points by the number of hours attempted. Grades of IP, W, N, XN, or P and grades in developmental courses are not included in the grade point averaging.

Change of Grades

Students who believe that a computational error occurred in grading should immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 180 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Grades and Financial Assistance/ Tuition Assistance/VA Benefits

Special conditions may apply to students enrolled in courses paid through the military tuition assistance program; financial aid, scholarships, and VA benefits; or other third-party contractual agreements due to agency requirements. Students should contact the appropriate agency for specific requirements and possible obligations, particularly for grades of “F,” “IP,” “I,” “W,” “N,” or “XN.”

Repeating a Course

The total hours earned toward a certificate/degree are not increased if you repeat a course in which a passing grade has already been earned. When you repeat a course, both grades remain on the transcript but only the last grade earned is used in computing your CTC GPA. Other colleges may compute the GPA in a manner different from Central Texas College. Repeating a course with a C or lower does not clear you to graduate with honors. Honors designation at graduation considers all grades of courses repeated.

Academic Standards Dean’s Honor Roll

Students whose scholastic achievement is outstanding may qualify for the “Dean’s Honor Roll.” Please contact the Student Life Office to request your letter. The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit taken concurrently during the regular semester or eight semester hours of college-level credit taken during the summer semester. Students completing 12 or more semester hours of college-level credit during two consecutive eight-week terms that start and end within a fall or spring semester and achieve a grade point average of 3.5 or higher receive Honor Roll status.

Academic Probation, Suspension and Dismissal

Academic standards of progress are monitored by the College to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at CTC, the Guidance and Counseling advisors will limit a student's enrollment and course selection. Students are responsible for knowing their academic status at all times.

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and referred to Guidance and Counseling for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two eight-week terms, or both summer semesters.

Students in Skills Center self-paced certificate programs or in developmental study courses will be placed on Academic Probation after receiving the second consecutive "N," "XN," or "F" grade (whether students are taking one or two courses). Skills Center students are required to meet with a Skills Center Counselor for academic advisement and completion of the probation agreement. Students enrolled in developmental study courses must contact an advisor in the CTC Retention office. Students who receive the third consecutive "N," "XN," or "F" grade will be placed on Academic Suspension for 90 calendar days.

For clarification purposes, a Skills Center student who fails a course, enrolls in a different course and passes it, then enrolls in the previously failed class and fails it a second time, does not have consecutive failures.

3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a college appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation will be placed on Academic Dismissal for two long semesters or one long semester (Spring) and the following summer sessions (both). Warning: Students who earn a 2.0 GPA during their re-entry semester but whose cumulative CTC GPA is still below 2.0 will not be able to graduate with a certificate or degree until they raise their overall CTC GPA to at least a 2.0. (Students may contact their campus Student Services representative for information on the college appeals process.)

Skills Center students enrolled in self-paced certificate programs who have completed the 90 calendar day suspension or who have successfully appealed the suspension through a college appeals process will be readmitted on academic probation. Students will be

placed on academic probation and required to meet regularly with a Skills Center Counselor for performance assessment during the enrollment period. Students who receive an "F," "N," or "XN" during their term of readmission will be placed on Academic Dismissal for 120 days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must consult with an academic advisor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

4. Students readmitted after Academic Dismissal who fail to maintain a term GPA of 2.0 or receive a "F," "N," or "XN," will again be placed on Academic Dismissal for two long semesters or one long semester and both summer sessions. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits must comply with VA and student financial aid requirements for satisfactory progress before reinstatement of their financial aid or VA benefits. Students attending self-paced certificate programs under VA educational benefits are limited to one repeat of a course in the certificate program. If more than one course must be repeated, VA benefits will not be approved for those courses.

Scholastic Honesty

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

Plagiarism	The taking of passages from the writing of others without giving proper credit to the sources.
Collusion	Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
Cheating	Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

Student Discipline

Students are admitted to Central Texas College for the purpose of educational, social and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Board of Trustees of the Institution. These rights and responsibilities are outlined in the official CTC Student Handbook.

Students who do not adhere to Central Texas College disciplinary policies outlined in the student handbook will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal. Details can be found in the CTC Student Handbook, available in the Office of Student Life.

Summons

On some occasions it will be necessary for a faculty member, counselor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

Hazing and Disruptive Activities

Central Texas College enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on CTC property. Information regarding these prohibited activities appears in the official Student Handbook, available to regularly enrolled students at orientation sessions or in the Office of Student Life.

Falsification of Records

Students who knowingly falsify Central Texas College records, or who knowingly submit any falsified records to CTC, are subject to disciplinary action, which may include suspension and expulsion from CTC.

Honor Societies

Epsilon Delta Pi

Students who have completed at least 15 semester hours, which includes at least six semester hours in computer science and who meet the scholastic requirements may apply for membership in Epsilon Delta Pi, a national honor society in the computer sciences.

Phi Theta Kappa

Students who have completed 30 semester hours of college credit (at least 12 hours at Central Texas College), who are currently enrolled in at least six semester hours and who meet the minimum cumulative GPA of 3.800 may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are not eligible.

Sigma Kappa Delta

Sigma Kappa Delta National English Honor Society was established in 1996 to recognize outstanding students for their achievements in English. After having completed twelve or more semester hours of college credit, students who are initiated into the Tau Beta Chapter at CTC must be ranked in the top thirty percent of their classes in general, and they must have completed all college level English courses with a grade of "B" or better.

Obligations to the College

A student may be blocked from future registrations, not permitted to graduate and/or administratively withdrawn from a class until the student's obligations to the College are met. CTC is authorized to place holds on a student's record under the following conditions, which include but are not limited to:

1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note or a financial aid overpayment.
4. Failure to pay library or traffic fines.
5. Failure to return materials from Project PASS or other departments.
6. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
7. Failure to file required documents; enrolling under false pretenses.
8. Failure to meet placement or assessment requirements.
9. Rejected charges to a credit card.

Alcohol and Other Drug Abuse

In recognition of the problems associated with alcohol and other drug abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College. The use, sale or possession of illicit drugs and drug paraphernalia is illegal and is strictly prohibited on campuses.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse.

To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions and health risks.

Those individuals seeking further information should contact the Substance Abuse Resource Center.

Academic Fresh Start

Texas residents who apply for admission (or readmission) to a Texas public college or university and enroll as an undergraduate student may be able to begin a new course of study with a clear academic record.

Section 51.931 of the Texas Education Code "Right to an Academic Fresh Start" allows a Texas resident who has credits for college courses taken 10 or more years prior to the planned enrollment date to have those credits ignored for enrollment purposes.

To take advantage of this option, applicants must request it prior to their first enrollment at CTC or prior to readmissions if returning after 10 years. Applicants must submit an Application for Fresh Start to the Office of the Dean of Student Developmental Services at the time of their admissions or readmissions.

Additional information is available in the "Request for Admission under the Right to an Academic Fresh Start" application on the Central Texas College website.

Student Responsibilities Address Changes

All correspondence from Central Texas College to the student will be mailed or sent electronically to the appropriate address provided on the Application for Admission. Any address changes must be made in writing or emailed to the CTC Admissions Office in Killeen, Texas at admissions@ctcd.edu. Students should include their CTC assigned student identification number and date of birth on the request. Students are responsible for all communication mailed to the last address on file.

Name Changes

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to CTC Registration and Records, Central Campus, Killeen, Texas.

Classroom Visitors

Permission to visit a class may be granted by the Campus Dean. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work. Permission to visit is not to be considered auditing on a full-time basis, nor will permission be granted to allow children in class. Parents must make arrangements for the care of their children during class meetings. Central Texas College policy does not permit a student to audit courses. Some classes are available as noncredit, continuing education courses.

Student Records

The Systems Registrar is the custodian of all student records except those specifically relating to financial aid. "Student Records" as defined by CTC is any information collected, assembled, or maintained by the college, and includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his or her records and is entitled to receive copies at a designated duplication rate. Students do not have access to the parent's confidential financial statement. Student records include:

- Applications for admission
- Financial aid
- Veterans' training
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Central Texas College Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

Directory Information

Student's name
Local address
Home address
Electronic mail address
Telephone number
Date and place of birth
Major field of study
Dates of enrollment
Degrees, awards and honors received
Most recent previous educational agency or institution attended
Photographs
Classification (freshman, sophomore or unclassified)
Participation in officially recognized activities and sports
Date of graduation

Access to any other records by persons other than the student will be limited to those persons specified in the statute. Records will be maintained of persons granted such access.

Students may inspect and review their educational records upon request to the appropriate record custodian. For more information, contact the Central Texas College Systems Registrar at the Central Campus in Killeen, Texas.

Graduation Requirements

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of General Studies and certificates of completions. To graduate from Central Texas College, the student must:

- Apply for graduation by the deadline date.
- Successfully complete all courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Earn at least a 2.0 grade point average (GPA) on a 4.0 scale on all CTC coursework. All courses completed at the time the degree or certificate requirements were met are calculated in the CTC GPA, even if the courses were not used to meet specific degree or certificate requirements.
- Earn at least a 2.0 cumulative GPA on a 4.0 scale, which includes transfer credits applied to the degree and CTC coursework.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

Catalog Program in Effect and Completion

Students may graduate in the program listed in the catalog that was in effect at the time they enrolled or subsequent catalogs if (1) the catalog is not more than five years old and (2) the program has not been discontinued. Students whose programs of study are discontinued have two years to complete the degree or certificate before the program is officially deactivated.

Graduation with Honors

Candidates for degrees conferred by Central Texas College may be eligible to graduate with highest honors or honors. Certificates of completion do not qualify for honors. To graduate with honors or highest honors from CTC, the student must:

- Have a 3.5 GPA on a 4.0 scale with no grades below “B” on all coursework taken, which includes all CTC courses and transfer credits. Repeating a CTC credit course in which a “C” or lower grade was earned does not clear a student to graduate with honors.
- Must have a minimum of 30 semester hours of traditional study with Central Texas College. Courses with grades of “P” or developmental coursework are not considered when determining the minimum 30 semester hour residency requirement.

In any graduating class, the student with the highest GPA and who meets all other requirements above will be designated as graduating with highest honors.

Applying for Graduation

Students who have reached the final semester of their degree or certificate program should apply for graduation by the dates listed below. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office located in the Student Services Bldg. 119. Students applying for a Skills Center self-paced program Certificate of Completion must apply through the Skills Center Counseling Office in the Vocational Skills Center Building 118, Room 14.

Semester of Graduation Deadline

Fall	October 1
Spring	February 1
August	June 10

Graduation applications received after the deadline will be processed the next semester. Final course grades, high school transcripts or GED scores, and official transcripts from all regionally accredited colleges or universities previously attended must be on file before issuance of the degree or certificate.

Students who do not complete remaining degree or certificate requirements by the end of the month of graduation (31 May, 31 August, or 31 December) will be declared nongraduates and are required to reapply for graduation in a following semester.

Commencement

Central Texas College in Killeen, Texas, holds one consolidated graduation ceremony in May. Students must complete certificate or degree requirements by the end of the spring semester in order to participate in the ceremony. Graduates who received their diploma in the preceding August or December may participate in the spring ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the consolidated graduation ceremony. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. An appropriate fee is required to replace a diploma.

Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skills training by Central Texas College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

- The graduate must have earned the Associate of Applied Science degree or Certificate of Completion in May 1992 or later in a technical, vocational, or occupational program identified in this Catalog.
- The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Central Texas College system, with a minimum of 75 percent of credits earned at Central Texas College and must have completed the degree or certificate within a five-year time span.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the Career Center Director.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
- The employer, graduate, Dean of Student Developmental Services, Career Center Director and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 12 credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student’s sole remedy against Central Texas College and its employees for skills deficiencies is limited to 12 credit hours of tuition-free education under the conditions described above. The graduate must contact the Dean of Student Developmental Services within 90 days of the graduate’s initial employment.

Excessive Developmental Study Hours

A public community college district may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. Developmental hours funded by the state during the summer of 1996 and thereafter shall be counted toward the student’s total number of developmental hours at a given institution. English as a Second Language (ESL) hours may be used for developmental education purposes when a student is placed in such courses as a result of failing the reading or writing portion of the THEA test or other state approved TSI test. When used for such purposes, ESL hours shall be counted toward the 27 hour cap. CTC reserves the right to charge a higher tuition rate to students who attempt developmental study courses in excess of the 27 semester credit hours or equivalent.

Excessive Undergraduate Hours

In accordance with Texas Education Code 54.068 as amended undergraduate students who enrolled for the first time in fall 1999 through summer 2006 and who have attempted 45 or more hours beyond the number of semester credit hours required for the degree while classified a resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Students who enrolled for the first time in fall 2006 or after are subject to a 30 semester hour limitation. This includes attempted hours in which a student was registered as of the official census date, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. Hours not included in the attempted hours include (1) hours earned by the student before receiving a bachelor's degree that has been previously awarded to the student; (2) hours earned through examination or similar method without registering for a course; (3) hours from remedial or developmental courses if the hours are within the 27-hour limit; (4) workforce education courses funded according to contact hours; (5) hours earned at a private institution or out-of-state institution; and (6) hours not eligible for formula funding.

Degrees and Certificates

Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of Arts in General Studies, and certificates of completions.

The Associate of Arts and the Associate of Science degree programs are designed to allow for the transfer of credits earned at Central Texas College to the bachelor degree requirements at most four-year public colleges and universities. In addition, completion of the 42 semester hours of core curriculum in each degree guarantees transferability of the minimum 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor's degree program at state supported colleges and universities in Texas.

The Associate of Applied Science degrees, offered in technical programs, are designed to prepare students for employment upon graduation. Within many of the associate of applied science degrees, there are certificates of completion that can be completed in less than two years.

The Associate of Arts in General Studies degree provides students with a foundation in general education courses, which are appropriate for transfer to a four-year college or university and allows students to structure a program based on their interests and educational goals.

Developmental Studies

Developmental studies courses offered by Central Texas College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework before enrolling in academic, occupational, or technical programs.

Students on academic probation or suspension may be required to complete developmental studies courses to satisfy probation or suspension readmission requirements.

NOTE Developmental studies courses may not be used to satisfy degree requirements, cannot be used to meet the 25 percent residency toward the degree, and cannot be counted in the grade point average at Central Texas College.

Tech Prep

Central Texas College participates in the Texas Tech-Prep statewide initiative. The Tech-Prep degree curriculum awards credit to entering freshmen whose high school has entered into an articulation agreement with CTC and has a TEA approved articulation plan. Central Texas College will award college credit to those students who have successfully graduated from an approved high school tech-prep graduation plan and have completed six semester hours in residency with a grade of "C" or higher at the Central Campus.

The following Central Texas College associate degree programs have awards approved by the Texas Higher Education Coordinating Board that are included in the Texas Tech-Prep statewide initiative:"

Agriculture
Automotive Mechanic/Repairer
Business Management
Computer-Aided Drafting
Computer Science
Criminal Justice
Diesel Engine Mechanic and Repairer
Early Childhood Professions
Graphics and Printing Technology
Hospitality Management
Maintenance Technology
Marketing and Sales Management
Nursing
Office Technology
Welding Technology

Core Curriculum

The Core Curriculum is the set of courses in liberal arts, humanities, sciences, and political, social and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor's degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution's core curriculum. Students who do not complete the 42-hour core curriculum may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution's core curriculum.

For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

It is important to know what courses are recognized as common at the school to which you plan to transfer. You should declare a major before attaining sophomore standing at CTC. Each Texas public community college or university will accept TCCNS courses, provided such credits are within the approved transfer curriculum of the student's declared major field of study at the receiving institution. A change of major may result in loss of credits earned in a previous program.