

Academic Policies

Academic Load

You are responsible for determining the academic load you may successfully complete during each semester. 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

All students enrolled at Central Texas College are required to make adequate progress toward degree or certificate objectives for continued enrollment and/or to remain eligible to receive financial aid. The maximum time frame for completion of a degree program is the equivalent of six 16-week semesters of full-time enrollment. This time frame includes the entire attendance history of a student regardless of whether financial aid was or was not received. Additional information regarding satisfactory progress standards for financial aid students is located in the Student Financial Assistance section of this catalog.

The following Satisfactory Progress standards are applicable to all students.

- The time frame for students enrolled full-time (12 or more credit hours) shall be no more than six 16-week semesters of full-time enrollment to complete a degree program.
- Three-quarter time students (enrolled in 9 to 11 credit hours) shall have eight 16-week semesters of three-quarter time enrollment to complete a degree program.
- Half-time students (enrolled in 6 to 8 credit hours) shall have twelve 16-week semesters of half-time enrollment to complete a degree program.

Satisfactory progress may be met with any combination of full-time or part-time enrollment, including attendance during summer sessions. Students may refer to their degree plan, this Catalog, or see an academic advisor or counselor for further details regarding their specific academic program.

Students in Skills Center Open-Entry Self-Paced certificate programs should refer to the Probation and Suspension Policies section of this Catalog.

Excessive Undergraduate Credits Toward a Degree

In accordance with Texas Education Code 54.068 as amended undergraduate students who initially enrolled between the fall 1999 and summer 2006 semesters or terms at an institution of higher education and who have attempted 45 or more credit 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 initially enroll for the first time in the fall 2006 semester or subsequent terms or semesters are subject to a 30 semester hour limitation. This includes credit hours in which a student was registered as of the official census date, and is based on the degree plan designated by the student as of the official census date.

The semester credit hours counted toward the limitation include all hours attempted by the student except (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 offered at two-year colleges for the primary purpose of preparing students for the workforce rather than academic transfer, which includes both technical courses and continuing education courses; (5) hours earned at a private institution or out-of-state institution; and (6) hours not eligible for formula funding.

Attendance Policy

Tardiness

You are required to be in your classroom on time. Instructors may choose to lower your 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. Details can be found in the Student Handbook, available in the Office of Student Life Activities.

Class Attendance

Because absences for any reason negatively affect the learning process, the individual student and the class, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to deal at any time with individual cases of nonattendance.

- The effect of absences on grades is determined by the instructor.
- Excessive absences constitute cause for dropping you from class; in such a case, grades of "FN" or "XN" may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- The decision to allow you to make up work following any absence rests solely with 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.

Absences

- Instructors are required to keep attendance records.
- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- You are responsible for understanding the attendance policy for each course in which you enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- An administrative withdrawal may be initiated when you fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require you to report to a classroom at a given time, you are expected to maintain constant progress throughout the course. Failure to do so may result in you being administratively withdrawn by your instructor.

Excessive Absences/Unsatisfactory Progress

Absences from classes for any reason must not exceed CTC standards. Because objectives can vary from department to department and from course to course, the instructor shall inform students of specific course objectives at the initial class meeting. A student who is not meeting course objectives or a student who is not making satisfactory progress may be withdrawn from the course at the discretion of the instructor.

If you have not attended class by the 12th class day of a 16-week semester class or the 6th class day of an 8-week class, you may be dropped by the instructor with a grade of “W”. You may be administratively withdrawn from any class when your absences exceed a total of four class meetings for a spring or fall semester or three class meetings for an eleven-week, eight-week, or six-week term; and in the opinion of the instructor, you cannot satisfactorily complete the course. Constant communication is essential from the very beginning of a distance learning course. You may be administratively withdrawn if you do not submit the course contract within two weeks from the start of a 16-week online course and within one week of an 8-week online course. The final decision rests solely with the instructor.

In a distance learning course, the last date of attendance is the last activity by the student in the course. If the instructor cannot determine the last date of a student’s activity, then the last date of attendance is the first day of the course.

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 Campus Dean and the Dean of Student Developmental Services. If by concurrent action of the Campus and Student Services Deans, 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 and the Dean of Student Developmental Services. 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, Educational Program and Support Services. The decision of the Deputy Chancellor will be final.

Limitation on the Number of Course Drops and Withdrawals

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if:

- the student was able to drop the course 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; and
- the student is not dropping the course in order to withdraw from the institution.”

Official Withdrawal Policy

It is your responsibility to officially drop a class if circumstances prevent attendance. If you desire to, or must, officially withdraw from a course on or after the first scheduled class meeting, file an Application for Withdrawal and, if during the refund period, an Application for Refund with the CTC Records/Business Offices or with the CTC representative at your location.

- You must sign a withdrawal form.
- 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.
- If you are using financial aid, military tuition assistance, VA benefits, or other than personal funds, you may be required to repay tuition and fees to the funding agency. For specific repayment requirements, contact the Office of Student Financial Assistance or the Veteran Services Office before withdrawing. Military Tuition Assistance students should visit their Military Education Center. You must withdraw in person after receiving financial aid, Military Tuition Assistance, or Veterans Assistance approval.
- If you are a distance learner, contact your local CTC representative. If you do not have a CTC representative in your area, contact the Registration and Records Office at the Central Campus.
- eArmyU and Army TA students should contact their Student Services representative through the portal before withdrawing.
- You may not withdraw from a class for which the instructor has previously issued a grade of “F,” “FI,” “FN,” “IP,” “X,” or “XN” for nonattendance.

During the official add/drop period, which is through the 12th class day for a 16-week course, a student may use a schedule change request form to drop a 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.

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.

Resident Credit

At least 25 percent of the semester credit hours required for the degree or certificate program must be taken with Central Texas College to establish residency. You may earn an associate degree entirely through study at campuses outside the State of Texas or in combination with courses taken at the Texas Campuses. Both classroom and distance learning courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit. Residency credits may be earned at any time during your degree program. To be eligible for a second degree or certificate, an additional 25 percent residency is required. The additional 25 percent must be in coursework that was not used for the first degree or certificate.

Credit Transfer

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.

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.

Maximum Hours for Transfer to Other Colleges

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. If you accumulate more than 66 semester credit hours, it is unlikely that the additional hours will apply to a bachelor's degree. If your goal is to transfer to a four-year college or university and obtain a bachelor's degree, please contact a CTC Guidance and Counseling advisor. The advisor can assist you in making appropriate decisions.

Taking a Course Out of Sequence

If you, for scheduling reasons, find it desirable to take an advanced course before completing the prerequisite, you must secure approval from the department chair or advisor before registering for the course. Approval does not release you from final responsibility for satisfactorily completing all course requirements.

Grading Policy

Grade Reports

Grades are assigned by faculty members based on attendance, class and laboratory performance, test scores and other departmental academic requirements. Final grades for regular credit courses and distance learning are available by:

- WebAdvisor, accessed through the CTC web site.

Skills Center and Cosmetology students can view their grades on WebAdvisor or obtain them by phone once grades are posted.

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, technology failures and mail delays. Notice of absences with 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 “FI” and appear as an “F” on the student’s official transcript.

Special conditions may apply to students enrolled in courses paid through financial aid, scholarships and VA benefits; military tuition assistance; or other third-party contractual agreements.

“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)

Your grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of “W,” “N,” “P,” “XN,” and “IP” are not included in these calculations. Grades from developmental study courses are not calculated.

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.”

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 120 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.

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.

Third Course Repeat

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 F, FN, XN, 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.

Academic Standards

Student Responsibility to Know GPA

You are expected to be aware of your grade point average. You are encouraged to compute your grade point average frequently. You are responsible for knowing whether or not you are eligible to continue at Central Texas College. An ineligible student who nevertheless registers in Central Texas College courses shall be withdrawn and the student shall not receive special consideration for lack of knowledge of scholastic status. If you receive grades below “C” (2.0) for any course, seek academic advisement to determine the causes of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Testing and Evaluating

The State of Texas mandates various testing programs for students attending public colleges. The Commission on Colleges of the Southern Association of Colleges and Schools, the regional accrediting body for postsecondary degree-granting institutions in Texas and throughout the South, requires that accredited institutions establish adequate procedures for evaluating the effectiveness of their instructional programs and the achievement of their educational goals. In carrying out these responsibilities, Central Texas College may require such testing of its students or conduct other such programs of evaluation as may be required by law or deemed necessary or appropriate at the sole discretion of the faculty and administration. Such tests or programs of evaluation may be initiated, implemented, or administered at any time without prior notice to or the approval of any student who is enrolled or who is planning to enroll in Central Texas College.

Dean’s Honor Roll

Students whose scholastic achievement is outstanding are notified by letter of the “Dean’s Honor Roll.” 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.

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 scholastic requirements of the Sigma Iota Chapter may be eligible for membership in Phi Theta Kappa, an International Honor Society of Community Colleges. Students enrolled in developmental study courses are ineligible.

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 in 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.

Graduation Grade Requirements

To graduate from CTC, you are required to have an overall grade point average (GPA) of 2.0, to include a minimum 2.0 at Central Texas College. Associate degree nursing students must have no grades lower than a “C” (70) to receive the Applied Science Degree in Nursing and to be recommended by the Nursing Department Chair for eligibility to apply for the State Board Exam. Associate degrees in Arts, Science, Applied Science and certificate programs require a “C” for each course in the major. Graduation GPA includes all Central Texas College grades and grades in transfer courses, applied toward the degree or certificate. Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

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 Retention Advisor 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 see 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” 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 and whose cumulative GPA is less than 2.0 will be placed on Academic Dismissal for two long semesters or one long semester (Spring) and the following summer sessions (both). (Students may contact the CTC Retention office 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 regularly meet 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 calendar days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must meet with a College Counselor 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 cumulative 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, or in the case of Skills Center students, 120 calendar days. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Suspension/probation students who receive financial aid or VA benefits are reported to the Offices of Student Financial Assistance and Veteran’s Services and 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.

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.

Academic Fresh Start

Section 51.931 of the Texas Education Code, allows a Texas resident who was enrolled in a postsecondary institution 10 or more years ago to seek admission to CTC without consideration of that academic coursework.

To take advantage of this option, you must request it prior to your first enrollment at CTC or upon initial re-entry if you are returning after 10 years. Request must be made in writing to the office of the Dean of Student Developmental Services. Applicants who choose to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. This means courses taken previously

- Cannot be used to fulfill the student’s new prerequisite requirements,
- Cannot be counted towards the student’s new degree, and
- Will not be counted in the student’s new grade point average calculations.

Academic Fresh Start clears only the student’s academic record. Prior credits earned will still be counted when determining a student’s eligibility for financial aid and veterans administration benefits.

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 Responsibilities

Address Changes

All correspondence from Central Texas College to the student will be mailed to the address provided on the Application for Admission. Any address changes must be made in writing to the CTC Admissions Office or email to admissions@ctcd.edu with full name and last four digits of social security number or date of birth. 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 the CTC Enrollment Services Office.

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 attendance
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 Records Office.

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.

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 Activities.

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.

Alcohol and Other Drug Abuse

Students are admitted to Central Texas College for the purpose of educational, social and personal enhancement. As a student, you have rights and privileges, as prescribed by State and federal constitutions, statutes and policies of the Board of Trustees of the Central Texas College District. With these rights and privileges, you also have certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupt this environment and threatens not only the lives and well being of students, faculty and staff but also the potential for educational, social and personal enhancement. Therefore, it is important for all members of the college community to take responsibility for preventing substance and alcohol 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. Information is available in the Student Handbook and at the office of the Director of Substance Abuse Prevention.

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.

Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse. Information regarding drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

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 or the Central Texas College site representative.

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.

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 shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the Graduate Guarantee Program may be initiated by the graduate by contacting the Dean of Student Developmental Services within 90 days of the graduate's initial employment.

Graduation

Application for Certificate or Degree

Central Texas College awards certificates and degrees in May, August and December of each year. The Application for Degree/Certificate with the appropriate nonrefundable fee must be submitted to the Graduation office by the dates listed below. The graduation fee is for processing of the degree/certificate only. The Application for Graduation is available on the CTC website or may be picked up at the Graduation office.

	Deadline
Fall Semester for December Graduation	October 1
Spring Semester for May Graduation	February 1
Summer Semester for August Graduation	June 10

All CTC admissions and certificate/degree requirements must be completed prior to the award of the certificate or degree. Final CTC course grades, official high school transcripts or GED scores and official transcripts from previously attended colleges or universities must be on file before issuance of the degree or certificate. A student who misses the filing deadline will be processed in the next degree order time frame.

Students applying for graduation who do not complete remaining degree requirements on or about the graduation date will be declared nongraduates and will forfeit the fee. Students declared nongraduates will be required to reapply for graduation and pay the appropriate graduation fee as published in this Catalog.

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.

Commencement

CTC holds one annual graduation ceremony each year, at the end of the spring semester. Students order and purchase their caps and gowns directly through the CTC Bookstore. Graduates who received their diploma in the preceding August or December or attended CTC at any of its worldwide locations may also participate in the annual graduation ceremony. Individuals must contact the Office of Student Developmental Services by March 1, to be eligible to participate in the spring ceremony.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained at the Office of the Dean of Student Developmental Services. An appropriate fee is required to replace a certificate or degree.

Graduation With Honors

Candidates for degrees for Central Texas College may graduate with highest honors or honors based on the following criteria:

- To graduate with honors, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below “B” on all coursework taken. In computing the candidate’s grade point average for honors, the grades in all courses taken at Central Texas College as well as courses transferred from other accredited institutions of higher learning are included. Repeating a CTC course in which a “C” or lower grade was earned does not clear a student to graduate with honors.
- In any graduating class, the student(s) with the highest grade point average and who meet(s) all other requirements above will be designated as graduating with highest honors.
- Public recognition for graduating with honors or highest honors is conferred only when the student participates in the formal commencement ceremony.
- To qualify for associate degree honors, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College. Grades of “P” or developmental coursework will not be considered when determining the minimum 30 semester hour residency requirement.
- Certificates of Completion do not qualify for honors.

Catalog and Completion of Degree/Certificate Program

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 student’s program has not been discontinued. Students who pursue a second degree or certificate program will be placed in the catalog for the year in which they successfully completed the first major course in their second program of study provided the catalog is no more than five years old, and the student’s program has not been discontinued. If a student decides to complete the program of study in a more recent catalog, the student must meet all requirements listed in that catalog. Students generally have two years to complete programs before the program is officially deactivated. Additional information may be obtained from an academic advisor.

Excessive Developmental Study Hours

A public community college district or technical college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. A student may generally not be allowed to enroll in developmental courses in excess of 27 semester credit hours. 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.