

Student Handbook



Central Texas College

**Continental Campus
Revised November 2011**

Chancellor's Message to Students

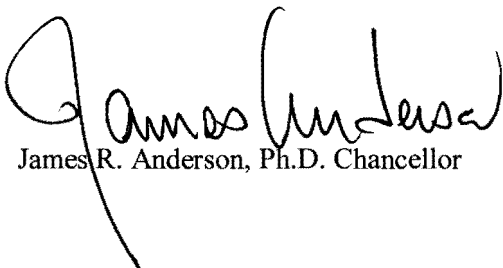
For more than 40 years, Central Texas College has been committed to the mission of providing a quality education at an economical price to students all over the globe. Education is a partnership between the student and the college. As your partner, I pledge to you on behalf of the Board of Trustees, faculty and staff our continuing efforts to ensure that your college experience is fulfilling, rewarding and inspiring.

It is the special trust and confidence you place in us that drives us to achieve the highest standards of educational excellence, and will continue to be the foundation of our institution. We take great pride in our ability to meet the educational requirements of all our students, no matter the stage in their education. Whether your goal is to obtain a degree or certificate, transfer to a four-year institution, or to update your skills, our faculty and staff is committed to the personal development of each student. We rely on the wisdom gained from listening to our students, past and present, as well as the business and industry leaders who provide the jobs vital to our economic growth, and to the leadership at the many military installations where CTC is located who understand the educational needs of the military student.

By continually meeting the educational challenges necessary to attain success in the ever-changing technological world, we place high priority on ensuring that our curriculum, laboratories, equipment, library holdings, and most importantly, our faculty remain current and knowledgeable in every program that we offer. In fact, most of Central Texas College's instructors hold advanced degrees in their area of specialization, and are continually seeking further education and professional development. By staying aware of the latest changes in their fields, they are giving you a competitive edge in today's rapidly developing workplace.

We are honored that you have chosen Central Texas College as the place to pursue your education. We realize our responsibility to earn the trust that you have placed in us to obtain your personal goals, and will never take your commitment for granted.

Thank you,

A handwritten signature in cursive script that reads "James R. Anderson". The signature is written in black ink and is positioned above the printed name.

James R. Anderson, Ph.D. Chancellor

Institutional Mission Statement

At Central Texas College, we identify and serve our unique, global community needs and provide quality teaching through an accessible learning environment.

Accreditation

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.

Equal Education & Employment Opportunity

Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, or veteran status.

Introduction

Thank you for selecting Central Texas College to begin or continue your college career. This Student Handbook will provide you with useful information to aid in the development of communication between you and CTC's faculty and staff. The Student Handbook includes the institution's policies and regulations relating to student conduct and activities.

College Catalog

The College Catalog is an official publication of Central Texas College (published annually) containing the institution's policies, regulations, procedures, and a schedule of tuition and fees. CTC reserves the right to amend the contents of the Catalog at any time to reflect board policies, administrative regulations and procedures, state law requirements, and tuition and/or fee changes. Students are responsible for observing the regulations and policies contained in the Catalog. http://www.ctcd.edu/catalogs/2009_2010_CI_intro.htm

Commitment to Compliance

All Central Texas College locations comply with all applicable federal, state and local statutes and regulations. Additional information regarding Central Texas College's policies and compliance procedures is contained in the College's Catalog.

In addition to federal, state and local statutes, and regulations, the various sites operate and comply with "Memorandums of Understanding," which may vary from one military installation to another. The Memorandum of Understanding governs items such as installation regulations, emergency procedures, parking,

course offerings, etc. You should consult your local Central Texas College site for more information on these areas of operation.

Central Texas College is an equal employment opportunity, affirmative action institution. The college does not discriminate on the basis of race, color, religion, national origin, gender, disability or veteran status. It is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

If you believe a condition or employee of Central Texas College is unfair or discriminatory, you can appeal to the administrator in charge of that area. If you need assistance in pursuing a grievance matter, contact your local Central Texas College representative or the Continental Campus Dean.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact your local Central Texas College representative, at your earliest convenience.

Harassment and Discrimination

Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, or veteran status of individuals or any other groups stereotyping or grouping within the college community is unacceptable. Central Texas College strives to protect the rights and privileges to enhance the self-esteem of all of its members.

Federal Educational Rights and Privacy Act Regulations (FERPA)

Central Texas College is committed to protecting the privacy of faculty, staff, and students. To ensure compliance with FERPA and protect your privacy rights, Central Texas College will only provide limited information.

Registration

Typically, Central Texas College assigns a representative to each Education Center or CTC office where a program is conducted. Information on registration, term dates, evaluations, programs offered and related questions should be directed to the local Central Texas College Representative.

Check with your local CTC Representative to determine if online registration (Web Advisor at www.ctcd.edu) is available at your location. Distance learners should contact online.mentors@ctcd.edu if there is not a CTC representative in your area. GoArmyEd TA, eArmyU, and Army self-pay students must register, drop, and add courses through the GoArmyEd portal.

Registration Schedules

CTC conducts an academic year starting in August and ending in July. Courses are usually offered through five, eight-week terms but start/end dates and course lengths may vary at different locations to meet military schedules. Consult your local schedule for times and dates of registration and classes.

Because tuition and fees vary by military contracts, agreements, or memoranda of understanding, **contact your local CTC representative** to determine costs.

Registration Procedures

Prior to enrolling in your first course at CTC, you must submit an Application for Admission. Further information concerning the application process is available on the "Prospective Students" tab on the CTC website. Upon completion of the admissions requirements, the following must be completed before you will be officially registered and permitted to start your course:

1. Complete the C&I Class Registration form each time you register, or register through the GoArmyEd portal if active duty Army or Army Reserves.
2. Pay tuition and fees in full at the time of registration. Students are responsible for submitting approved military tuition assistance forms and other third-party sponsorship forms at the time of registration. Army TA is automatically processed at the time of registration on the GoArmyEd portal.

Admission and registration forms are available from the Central Texas College representative at your location and online at the CTC website.

Late Registration

Although it is advisable to register during the registration period, late registration, for classroom courses may be permitted for a limited time after class begins. Consult your local CTC office for schedules of exact dates. Students who

complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes. Late registration is not permitted for distance learning courses.

Adding or Dropping Classes

During the official add/drop period, you may add and drop courses based upon institutional and military guidelines. (For example: the last date to officially drop from an 8 week term is by the end of week 6). Classes missed will be counted as absences, and you will be required to make up any assignments. Army students must drop and add courses through the GoArmyEd portal. It is important to remember that withdrawing from a class once the term starts will still result in a financial obligation for the class. For more details, see the section on refunds below.

Official Enrollment

To gain admission to classes, you must complete the published registration procedure each term, including payment of all tuition and fees. Students who withdraw are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled may attend classes.

Standards and Procedures for Refunds

A tuition refund will not be made except in the case of a cancellation or official student initiated withdrawal from a Central Texas College course.

- For students receiving **Military Tuition Assistance**, the effective date of withdrawal is the date the **Application for Withdrawal/ Refund** (CTC C&I Form 6) is signed, fully executed and submitted to the site. The only exception to this is for Army students who must withdraw through the GoArmyEd portal rather than submitting this form.
- For **Self-Pay Students**, refunds are computed from the date the **Application for Withdrawal/Refund** (CTC C&I Form 6) is signed and submitted to the site.
- Special conditions apply to students who received **federal, state, and/or institutional financial aid or VA benefits**. The refund is generally calculated based on the student's last date of attendance.

Although the following refund schedule is provided, actual refunds for tuition and fees are based upon the contract, agreement, or memorandum of understanding at the location which the college operates.

- **To receive a 100% refund**, the Withdrawal/Refund Form must be completed and submitted to the CTC office before the first day of the term

- **To receive a 75% refund** the Withdrawal/Refund Form must be completed and submitted to the CTC office before not more than 1/8th of the term or semester has elapsed.
- **To receive a 25% refund** the Withdrawal/Refund Form must be completed and submitted to the CTC office before not more than 1/4th of the term or semester has elapsed.
- **No refund** is issued if more that 1/4th of the term or semester has elapsed.
- The refund schedule is calculated based on the first calendar day of the term and includes all weekdays, Monday through Friday, which are not designated official CTC holidays. In other words if the term begins on Monday, your class begins on a Thursday and you withdraw on Tuesday you *will not* receive a full refund.

The **Accounts Receivable Department** of Central Texas College is responsible for processing all student and third party refunds. These refunds are processed through this office to make sure that the proper accounts are being used and that the refunds are going to the correct student or third party agency. No refunds may be issued at a local site.

Texas Residence Status

Students enrolled in on-site courses at CTC locations outside of Texas pay the tuition and fee rates based on the applicable military contract or memorandum of understanding. Bona fide Texas residents enrolled in distance learning courses through the Central Texas Campus in Killeen may be eligible for in-state rates. Certain conditions apply and substantiating documents to affirm residency are required.

Active duty military personnel must have a 12 month old LES claiming Texas as their tax state. Dependents must have a copy of their sponsor's 12 month old LES claiming Texas as their tax state and the dependent ID card must be verified. Contractors must have a 12 month old W-2 claiming Texas as the tax state, a year old Texas driver's license, the contract sent to their Texas address and confirmation that they will return to Texas once the contract is completed. In addition, contractors must provide verification of their DOD ID card, if applicable. Finally, if a student who has already established Texas residency while outside of Texas has a break in attendance for more than 12 months, he/she must reaffirm Texas residency to be eligible for in-state rates. Additionally, if a student who has already established Texas residency moves, he/she may need to reaffirm their residency status. Therefore, if a move takes place, check with your CTC site to determine if any further action is needed. Depending upon the student's specific

situation, additional information may be required. For further information about satisfying Texas residence requirements, please check with your local CTC site. Texas resident rates would only apply to distance classes delivered from the Texas campus.

Financial Information

Financial Aid

A variety of state and federal grants, loans, and scholarships are available through the Financial Aid Office at CTC to help you with educational expenses. Some of the programs are need based and are available to qualifying students who are making satisfactory academic progress.

Grants do not have to be repaid as long as the student stays enrolled and makes satisfactory academic progress. The PELL grant is the primary federal grant. Others include Federal SEOG.

Financial Aid information for Central Texas College may be found at the CTC website. For further information on financial aid (including grants, loans, scholarships and VA benefits) go to www.ctcd.edu. At the top of the page choose "Financial Aid" from the "Quick Links". If you have questions, you may contact the CTC Financial Aid office at 254-526-1509 or by email at financial.aid@ctcd.edu.

You can also access FAFSA (Free Application for Federal Student Aid) information on scholarships, in-house packets, and FAQ (frequently asked questions). If you encounter problems, please contact the Financial Aid Officer at main campus at 1-800-792-3348 ext. 1509, or your local CTC office.

The Central Texas College school code is 004003. You will be asked for this information while completing your FAFSA application. You must be admitted to Central Texas College before we are able to download your FAFSA.

To check on your Financial Aid you can go to the CTC Web Advisor:

- Go to www.ctcd.edu
- Click on "Students"
- Click on the WebAdvisor icon
- Click "WebAdvisor for Students"
- Click on "User Account", click on "I'm new to WebAdvisor" and follow the prompts.

For many more scholarship opportunities, Military family members may go online at <http://www.milspouse.org/Educ/Fund/MilFScholar/>.

Financial Aid/VA Students

If you are a financial aid student you should contact the Office of Student Financial Assistance prior to making a schedule change. It is your responsibility to consult with a CTC financial aid advisor prior to dropping a course. VA students must have schedule changes approved at the CTC VA office.

Your Financial Responsibility

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Tuition and fees are due at the time of registration. All fees or charges, such as past due loan payments, non-sufficient fund checks and return check fees, and transcript fees must be paid before you can enroll for a new semester or before a college transcript can be released. No cash is accepted at CTC Continental Campus sites. All payments must be in the form of personal check, money order, or credit card. Refunds of tuition and fees are made on a decreasing percentage basis. All refunds for tuition and fees will be computed from the date the Application for Withdrawal/Refund form is filed with the CTC Office. See the current Schedule Bulletin for the refund schedule by date.

Evaluations

In order for a student to receive an official evaluation of prior credit the following criteria is required of all students:

- A. All prior College transcripts must be sent directly to main campus to the Incoming Transcripts department at P.O. Box 1800 Killeen, Texas. 76540.
- B. Students must complete a minimum of 6 credit hours with a grade "C" or higher with Central Texas College. (It is advised to have official transcripts from other colleges and universities sent during the student's initial six semester hours of coursework to avoid delay in the evaluation process.)

All non-Go Army Ed students (active duty army and Army Reserves) must also:

- A. Complete an evaluation request form requesting an evaluation (GoArmy Ed students, who have selected CTC as their host institution, are not required to complete this form).

All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences. Students on financial or academic hold are not eligible for final evaluation of non-traditional educational experiences until the financial or academic hold is cleared.

*ALL transcripts MUST be received before the official evaluation will take place.

*GoArmyEd students who choose CTC as their home college will automatically be issued a SOCAD2 agreement upon meeting eligibility requirements. Please ensure that you request an official AARTS and official transcripts from previously attended colleges or universities. Transcripts are needed to ensure that you receive a comprehensive evaluation and to prevent you from being placed on automatic hold and blocked from enrolling in further courses through the portal.

Your local Central Texas College site will assist you with degree plan advisement and potential eligible credit in an UNOFFICIAL capacity while waiting for the official evaluation process.

Military Documentation: You must submit the following documentation to our main campus or to your local CTC site. Documents required are based on the branch of service and rating or MOS level you hold. These documents cannot be faxed or scanned.

Army:

Select One:

- Official AARTS transcript requested from Ft. Leavenworth, sent directly to CTC
- Certified True Copy of Enlisted Records Brief (ERB) from PAC

E-5 and above must also submit one of the following:

- Certified True Copy of your most recent NCOER
- Signed commander's Certification stating that you are proficient in the MOS at the current level you hold

Warrant Officers must also submit the following documents:

- Certified True Copy of Officer Record Brief
- Certified True Copy of Officer Evaluation Report

Military Service School completed but not listed on AARTS must also submit the following documents:

- Certified True Copy of 1059 or certificate

Navy & Marines:

Official SMART transcript requested from Naval Education and Training Professional Development and Technical Center

Air Force:

Official Community College of the Air Force transcript, sent directly to CTC

Prior Service:

- DD Form 214
- Copies of NCOERs (for Army only)
- Certificates of Service School completions not listed on DD 214

Civilian Work Experience

Submit the following documentation:

- Using a *CTC Catalog*, determine courses for which you feel you are eligible and should receive credit.
- Write a paragraph for each course indicating why you feel this course credit may be awarded.
- Provide a complete resume of your work experience.
- Submit written verification on company letterhead from present and past employers that information contained is true and correct.
- Supply notarized or "True Copy" certificates and licenses.
- Police Academy-students must submit a certificate of completion (or transcript) of attendance at Police Academy and a description of courses completed. A letter is also required from the Police Department reflecting length of time employed as a Pease Officer (12 months or more).

Special Tests

To have results of tests considered, have the testing agency submit official tests results directly to the Evaluations Department at CTC.

Servicemembers Opportunity Colleges Consortium (SOC)

The Central Texas College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor's degree programs, location offerings, and college

information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

Veterans

Veteran Benefits

Central Texas College's programs are approved for eligible students who wish to utilize and receive benefits through the Veterans Administration, i.e., Chapter 30 (Montgomery GI Bill), Chapter 31 (Vocational Rehabilitation), Chapter 33 (Post 911 GI Bill), Chapter 35 (VEAP), and Chapter 106. If you believe you may be eligible for benefits and wish to apply for VA educational benefits, you may do so at www.gibill.va.gov.

VA requires you submit certain documents to the College, prior to enrollment. Each Central Texas College site has a VA certifying official who will process the necessary VA documentation for enrollment and certification for receipt of VA benefits. You must contact and submit to Central Texas College all required documents prior to registration. The following is a list of documents that students utilizing VA benefits must provide to the local Central Texas College site or Main Campus prior to enrollment:

- A. Application for Admission;
- B. DD 214;
- C. Verification of High School completion or GED;
- D. Official transcripts from all other colleges attended; and
- E. Certificate of Eligibility issued by VA.

Monthly rates of payment to veterans are provided for by Public Law 94-502, and may vary based upon enrollment status, chapter benefits, and the length of the term. For example, if you enroll in six (6) semester credit hours in an eight to nine week term you are considered full-time. If you enroll in nine semester credit hours during a 12 week term, you are considered full-time. However, should you have questions on your full/part time status contact your VA representative.

Benefit amounts for full-time and part-time students are determined by VA based upon credit hours being taken and enrollment periods. All students must notify the site if enrollment status changes. If you drop/add or withdraw from a course you must notify the site of your change in enrollment status, as these changes may affect your VA benefits. All benefits to VA students beyond tuition and fees are paid directly to you by VA. Any refund due for tuition or fees paid to the College by VA, will be refunded to VA, and not the student.

Should you wish to attend Central Texas College with the aid of veteran benefits, contact the nearest Central Texas College site or Veteran Services Office at Main Campus. If you wish to register for only online courses utilizing VA benefits

you must contact Veteran Services Office located at Main Campus in Killeen, Texas. The contact number for Veteran Services is 1-800-792-3348 extension 1110 or 1202. Should you take a combination of on-site and on-line courses you must contact the local Central Texas College site each time you register for a class. Should you take classes at any Central Texas College site you must register through the local site.

VA certifying officials at the Central Texas College sites are only responsible for certifying the enrollment and semester hours taken by each student during the term, and reporting students who are not in good academic standing. The certifying official is not responsible for issuing or tracking payments made to students utilizing VA educational benefits. Should you need to inquire about a payment amount or when you will receive payment from VA, contact your VA representative. Additionally, VA students are required to call VA each month and confirm enrollment.

Students receiving benefits under Chapters 30, Chapter 35, and Chapter 106 must pay all tuition and fees at the time of registration. Students receiving VA benefits under Chapter 31 (Vocational Rehabilitation) and Chapter 33 (Post 911) are not required to pay tuition and fees at the time of registration. If you receive benefits under Chapter 31 or Chapter 33, VA will pay tuition costs directly to Central Texas College. Should VA benefits not cover the full cost of all classes, Central Texas College must collect, from the student, the difference in full, at the time of registration. Failure to pay the full amount due will result in the student being deregistered from class(es).

With the exception of students receiving VA benefits under Chapter 31, all students are responsible for purchasing books and materials needed for each class. Textbooks for students receiving benefits under Chapter 31 are ordered by Central Texas College and shipped directly to the student from MBS Direct.

Once you have enrolled and/or are actively attending the class(es), the Central Texas College site's Certifying Official will report to VA or "certify" enrollment, term dates of the course(s), tuition cost, and number of credit hours you are taking. Certification will usually occur no later than after the drop/add period for each enrollment period. **You must immediately report any change in course enrollment or withdrawal to the appropriate Certifying Official.** Withdrawal from any course must be done officially, through the local Central Texas College site or reported to the Veteran Services Office at Main Campus. Course withdrawal may affect your VA benefits and status with VA.

VA educational benefits will not pay for courses outside of your degree plan. You must consult with Central Texas College prior to registering each semester or term to ensure that the classes you enroll for are on your degree plan and complete information requesting certification for VA educational benefits. You

must notify your local Central Texas College site of any change of degree program.

You should have military credit evaluated upon the completion of six (6) semester hours. Also, any transfer credits from previous education must be evaluated and placed on your degree plan, as well. If you are transferring to or from Central Texas College while utilizing VA educational benefits or changing degree programs, notice must be sent to VA utilizing form 22-1995.

Your academic progress may affect your VA educational benefits. Records of academic progress are kept by Central Texas College on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term.

For additional information, please see the current Central Texas College Catalog.

Veteran Services

Central Texas College programs are approved for persons who wish to attend and make use of VA educational benefits. If you are receiving veteran educational benefits, make sure you visit or call the Veteran Services Office before registering each semester to ensure that the classes you enroll for are on your degree plan and to complete the form requesting certification for VA educational benefits. If you are receiving VA benefits, you must be enrolled in a specific degree plan rather than simply enrolling in random courses. If you are working toward your degree with another institution but are taking courses with CTC using VA benefits, the parent institution (institution that will award the degree) must issue a letter stating that the courses you are enrolling in are part of your degree plan. Please notify the Veteran Services Office of any change in your enrollment status.

Veterans may have military credits evaluated for college credits upon completion of six college credits with Central Texas College. Any transfer credits from prior education must be evaluated by the end of your first semester. It is the student's responsibility to furnish the Veteran Services Office with a copy of the evaluated degree plan. For further information, please see the current CTC College Catalog.

Academic Standards

Dean's Honor Roll

Students who meet certain criteria for academic excellence may be eligible for the "Dean's Honor Roll." At Continental Campus sites, 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. Students who complete 8 semester hours of college level credit during the summer semesters with a

grade point average of 3.5 or higher are also eligible for the Dean's Honor Roll. Continental campus students eligible for this distinction may request a letter at their local Central Texas College office to be officially recognized for their outstanding scholastic achievement.

Conflict Resolution: Student-Faculty

The student-instructor relationship lies at the heart of the academic process. Central Texas College recognizes that conflicts may arise between faculty and students to include – but not limited to – the evaluation of academic performance, interpersonal problems, etc. However, conflict does not have to become a source of tension and distraction, provided it is managed in a professional and appropriate manner. The conflict resolution process allows faculty and students to address and communicate disputes with the goal of reaching an agreement.

During the conflict resolution process, it is important that concerns are addressed promptly so that the student's participation in the course and degree program is not affected.

Steps in conflict resolution

1. Discuss the matter directly with the faculty member. If the conflict is still unable to be resolved at this level, contact the local site director for a meeting to mediate the dispute.
2. If the conflict cannot be resolved by the above individuals, submit a formal, written appeal to the Continental Campus Dean. The decision of the Dean is final.

College Credit

Academic credit is measured by units called semester hours. One semester hour is earned by attending a class one hour per week for a full semester. Most classes meet three hours per week for 16 weeks or six hours per week for an 8 week term; therefore, you will have earned three semester hours at the end of the course. Lab and clinical hours add to the semester hour value of a course.

Course Load

A full-time course load is 12 or more semester hours during the Spring or Fall semester and 8 or more semester hours during the ten-week Summer session. You may also qualify as a full-time student if enrolling in at least 6 semester hours for two 8-week terms that are included in the Spring or Fall semesters. A student registering for at least four hours during the shorter Summer I and II semesters is also considered to be full-time; however, if receiving Financial Aid or VA benefits, please check with the appropriate office. If you want to enroll in more than 18 hours during regular sessions, you must receive special permission from the Dean of Continental Campus.

Prerequisites

A prerequisite is a course that must be completed satisfactorily before enrollment in another course. Prerequisites indicate what skills and knowledge you must have to succeed in the course.

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 on non-attendance.

- 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 “W”, “FN”, or “XN” may be given at the discretion of the instructor.
- 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.

Final Exams

You will be required to take final exams when scheduled during each semester’s last week of classes, unless you are excused because of personal illness or some other emergency. Immediately notify your instructor if you are unable to take the exam as scheduled so that it may be arranged to take the exam prior to the scheduled date or, if a postponed exam may be arranged. If a postponed exam is approved by your instructor, you must take it as soon as you have recovered from your illness or your emergency has passed within the time frame allowed by the instructor, no later than 90 days after the scheduled end of the class.

Withdrawals

You are responsible for officially withdrawing from a class if circumstances prevent attendance. If you desire to, or must, officially withdraw from a course after the first scheduled class meeting, file an Application for Withdrawal/Refund at the CTC Records Office or with a Central Texas College representative at the Military Education Center.

- 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 6th week of classes for 8-week courses, or the 4th week of classes for 6-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. Military Tuition Assistance students should see the Military Education Center. You must withdraw in person after receiving Military Tuition Assistance, or Veterans Assistance approval.
- You may not withdraw from a class for which the instructor has previously issued a grade of “F” or “FN” for non-attendance.

Grading System Policy

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 website.

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 Unsatisfactorily	1
F Failure	0
FN Non-attendance	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 Non-attendance, 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. Repeating a course does not remove the repeated course or its grade from the student’s CTC transcript.

“N” – No Credit

The grade of “N” is reserved for use with some developmental courses 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 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.

“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.

Incompletes

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.

Grade Point Average (GPA)

Students are responsible for knowing their grade point average and when their grade point average affects their academic standing. Your grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of "W," "P," and "IP" are not included in these calculations. Grades from developmental study courses are not calculated. Grades and unofficial transcripts are available online through Webadvisor.

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.

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 one 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.

Scholastic Probation and Suspension

Information pertaining to Scholastic Probation and Suspension can be found in the College Catalog.

Transcripts

Students may obtain an unofficial CTC Transcript from their student account in WebAdvisor. If an official transcript is needed, convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at www.ctcd.edu. Transcripts may be provided upon your written requests. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education. There is no charge for a transcript. Express & Priority mailing fees do apply which are explained on the form.

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus address. Transcript requests should include full name to include former names used at CTC; student-assigned identification number; date of birth; and location/year of attendance; telephone number you can be contacted at and your signature. Include a complete address to which the transcript is to be sent. (The PDF form and the email form available on the CTC transcript webpage are the most expedient ways to request your transcript as all information required is requested on the forms).

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation maybe due to a library fine, parking ticket, returned check, non-repayment of financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

Student Code of Conduct Students Rights and Responsibilities

Rights

Students and visitors of Central Texas College, by the nature of their citizenship and residence, have certain individual rights and freedoms established by the constitution and laws of the State and the United States of America. The existence of personal rights is neither increased nor diminished by reason of a person's association with Central Texas College. Central Texas College recognizes and accepts the existence of the following rights and freedoms as being essential to the educational process:

- A. Freedom of expression in the classroom consistent with commonly accepted standards of decency and respect for others.
- B. Freedom from arbitrary academic evaluation.
- C. The right to have one's personal records kept in confidence in compliance with the Family Education Rights and Privacy Act of 1974 as amended. Access to records by persons other than the student will be limited to those persons and agencies specified in the statute. Records will be maintained of persons granted such access.
- D. Guarantee of procedural due process in disciplinary proceedings.

Responsibilities

Central Texas College expects students, visitors and guests to accept the following responsibilities:

- A. Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Site Director's office.
- B. Compliance with federal, state and local laws, and compliance with and support of duly constituted civil authority.
- C. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- D. To exercise disagreements in a responsible manner and within the framework compatible with the orderly resolution of differences.

Non-Academic Misconduct

Each student is expected to act in a manner consistent with the College's functions and goals as an institution of higher education. The Board of Trustees of Central Texas College state that the following examples of misconduct constitute an interference with the lawful and orderly use of college premises, facilities, and activities for which students may be subject to disciplinary action. This is not an all-inclusive list of prohibited behavior.

- A. Violating any federal, state, or local law.
- B. Interfering with or attempting to interfere with the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- C. Possessing, using, selling or being under the influence of any illegal substance.
- D. Possessing, using, selling, or being under the influence of alcoholic beverages or having alcoholic beverage containers on campus, in any College owned facility or at any College sponsored event except when specifically designated by the Board of Trustees of Central Texas College.
- E. Possessing or using firearms, weapons or explosives unless authorized by the College.
- F. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state or federal law; or any rule or regulation set forth by the administration of the College, or any policy of the Board of Trustees of Central Texas College.
- G. Interference with teaching, research, administration or CTC's other responsibilities through disorderly conduct or disruptive behavior.
- H. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- I. Dress and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the College. The Site Director is delegated the authority to determine whether any student is in

compliance with the institutional regulations and policy on attire and personal grooming.

- J. Hazing in all forms is prohibited.
- K. Failing to uphold financial obligations to the College District.
- L. Issuing a check to the College without sufficient funds.
- M. Acting in a manner that endangers the health or safety of self or other persons, including members of the college community or campus visitors.
- N. Committing a malfeasance in an elective or appointive office of any institutional endeavor.
- O. Physically or psychologically abusing or harassing or the threat of such abuse or harassment of college employees, students, or any person on College premises or at College activities, to include but not limited to sexual harassment or sexual misconduct.
- P. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so.
- Q. Refusing to depart from any property or facilities of the College upon direction by College officials.
- R. Failing to respond to an administrative/official's summons within the designated time.
- S. Providing false information or evidence at a College disciplinary hearing.
- T. The use of a cell phone or any cellular option to include but not limited to text messaging, gaming, or photographing during class periods is prohibited. Cell phones should be set on silent prior to class beginning. Exceptions have to be approved by the individual professor/faculty prior to class beginning .
- U. The misuse of CTCD computer to include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies is prohibited. Internet use is for educational purposes only. The sending or displaying/downloading of offensive material, to include but not limited to sexually oriented sites, is prohibited.
- V. Excessive or loud noises or vibrations including music, which disrupts the normal campus business operations indoors or out is a violation.

Academic Dishonesty

The College and its official representatives may initiate disciplinary proceeding against any student accused of any form of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on academic work, plagiarism and collusion.

- A. Cheating on academic work includes:
 - 1. Copying another student's test paper, research paper or term paper.
 - 2. Using materials during a test that are not authorized by the test administrator.
 - 3. Collaborating with another student during a test or in academic preparation without permission.

4. Using, buying, selling, stealing, transporting, or soliciting the contents of an unadministered test.
 5. Taking a test or preparing academic work for another student; or having a test taken by a second party or having a second party prepare an academic work.
 6. Bringing another student to obtain an unadministered test or information about an unadministered test.
 7. Altering or falsifying test results after they have been evaluated by the instructor and returned to the student.
 8. Sharing Blackboard or other academic passwords.
- B. Plagiarism is defined as presentation for credit as one's own idea or product derived from an existing source.
- C. Collusion is defined as the unauthorized collaboration with another person in preparing written work for credit. All questions of academic dishonesty are reviewed by the faculty member. If the student does not accept the decision of the faculty member, the student may appeal to the Site Director. If the student disagrees with the decision of the Site Director, the student's case will be referred to the Dean of the Continental Campus. The student will be allowed to remain in class until the process is exhausted except when immediate suspension or expulsion is deemed necessary for the continuance of the educational mission or when the safety of persons or property is in jeopardy.

Administrative Disciplinary Action

- A. General Policy
1. Any individual violating the College Code of Conduct will be subject to disciplinary action. Disciplinary procedures will be coordinated by the Site Director. If flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, the Dean of Continental Campus is authorized to suspend students immediately. (See Emergency Disciplinary Procedures).
 2. Students whose behavior constitutes a violation of both the College Code and federal, state or local law may be accountable to both the College and civil authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending.
 3. Instructional departments which culminate in professional certification may initiate a disciplinary action based on a professional code of conduct for their respective department. Should this occur, the Site Director will coordinate the disciplinary procedures as described in #1 above.
- B. Procedure for Investigation of Misconduct
1. Upon notification of an alleged violation of the Code of Conduct, the student may be summoned by the Site Director to appear for a

conference. If a student fails to report, the result may be suspension from the College.

2. After meeting with the student involved and reviewing the allegations, specifying the charges, obtaining the necessary information, and explaining the disciplinary procedures, the Site Director may exercise one of the following options:
 - a. Issue a formal warning or impose disciplinary action. If disciplinary action is imposed by the Site Director, the student will be given a written statement of the charges and the student will be informed of his/her right to appeal.
 - b. Convene a Disciplinary Committee to hear the charges. The Site Director will give the student a written statement of the charges.
 - c. Dismiss the charges brought against the student.
3. After the meeting with the Site Director, the student may exercise one of the following options:
 - a. Accept the decision of the Site Director.
 - b. Request a hearing before a Disciplinary Committee for the purpose of allowing the Committee to hear the charges and determine disciplinary action, if any. Requests for a hearing must be submitted in writing to the Site Director within five (5) business days of receipt of the written statement of charges.
 - c. If a student has admitted guilt but disagrees with the disciplinary sanction imposed, the student may request a hearing with the Disciplinary Committee to appeal the action recommended by the Site Director. The Committee has the authority to uphold, repeal, reduce or increase the disciplinary sanction imposed.
4. In cases involving a student appeal of disciplinary action or a request for a hearing before the Disciplinary Committee, the Site Director will inform the student of the appeal procedure. Requests for a hearing must be submitted in writing to the Site Director within five (5) business days of receipt of the written statement of charges or notice of disciplinary sanction imposed.

Emergency Disciplinary Procedures

After review with the Site Director, the Dean of Continental Campus may take immediately disciplinary action to protect the College and the public prior to or after an administrative hearing or a hearing before a Disciplinary Committee. This emergency action will take place in instances which involve apparent danger to the health or safety of the members of the college students, staff, community, the public, or which involve disruptions of normal College operations. These actions may include, but are not limited to the following:

- A. Barring the student from the campus or any part of the campus.
- B. Removing the student from a particular class or classes.
- C. Prohibiting the student from participating in a College-sponsored activity, on or off campus.

A student suspended on an emergency basis shall be given written notice of suspension and a brief statement of the reasons for the suspension by the Dean of the Continental Campus. The student may appeal the Dean's decision to impose emergency disciplinary action to the Deputy Chancellor, Continental and International Campus (C&I) within three (3) business days from the date the student is notified of the suspension. The appeal will be limited to whether the suspension constitutes emergency removal from the campus, classes, or activities. If the Deputy Chancellor C&I determines that the facts do not warrant emergency disciplinary action, he will notify the Dean of his decision. Emergency disciplinary action will be terminated pending final disposition. No further disciplinary action will be imposed prior to the completion of the appeals process. The Site Director will then follow the policy as outlined under Administrative Disciplinary Action, Disciplinary Committee, Disciplinary Hearing procedures, and Appeal procedures. If emergency action is taken, prior to a disciplinary hearing, the Dean will take steps to expedite the procedures to provide the student with an opportunity for a hearing before a Disciplinary Committee. Except for emergency disciplinary action, no disciplinary sanction will be imposed against the student prior to the completion of a disciplinary hearing. Nothing in this Code of Conduct shall preclude a faculty member from requesting a disruptive student to leave a class or activity immediately. If the student fails to comply with the request, the faculty member may seek assistance from the Military Police. Action taken on a one-time basis shall not be subject to appeal under this section on "Emergency Disciplinary Procedures."

Disciplinary Actions

The disciplinary actions assessed by the Site Director or a Disciplinary Committee may include, but are not limited to the following:

- A. Admonition and Warning – A written statement to a student that he or she is violating, or has violated, the Code of Conduct and may be subject to more severe disciplinary action should the misconduct continue.
- B. Loss of Privileges - The withdrawal of specified privileges for a definite period of time.
- C. Referrals - Required attendance in a group or individual program that is deemed necessary.
- D. Community Service - A student may be offered an opportunity to complete a specified number of hours of service in lieu of other sanctions.
- E. Restitution - Required reimbursement for damage to or misappropriation of property. Reimbursement may take the form of service to repair or otherwise compensate for damage.
- F. Withholding of Grades, Transcript, or Degree - A hold is placed on a student's grades, transcript, and/or degree when he/she fails to resolve financial obligations with the College. The hold will remain in effect until financial obligations have been resolved.
- G. Disciplinary Probation - An official warning that the student's conduct is in violation of the Code of Conduct, but is not sufficiently serious to warrant suspension or dismissal. The student will be ineligible to hold office in

student organizations or receive CTC scholarships. The student is expected to show appropriate changes in attitude and behavior during the probationary period. The duration of the probation will be for a specific period of time. Subsequent violations of the Code of Conduct may be subject to dismissal or any lesser penalty. Notice of the probation will be kept on file in the office of the Site Director.

- H. Suspension - Exclusion from attending the College for a definite period of time, not to exceed one (1) year.
- I. Expulsion - Termination of student status for an indefinite period of time. The conditions of readmission, if any, will be stated in the dismissal order. Nothing in this code shall preclude the college from pursuing any and all remedies available by law.

Disciplinary Committee

- A. The purpose of the Disciplinary Committee is to provide students an opportunity for a hearing when they feel there has been an unfair imposition of serious disciplinary action in the case of misconduct. A Disciplinary Committee will not be convened for an action involving a warning.
- B. The Disciplinary Committee shall be composed of one (1) faculty member, one (1) staff member, and one (1) student. The Committee is appointed by the Deputy Chancellor C&I based on recommendations from the Site Director.
- C. The student must submit a written summary of their appeal to the Site Director. The Director will forward the written summary to the members of the Disciplinary Committee for them to decide, by simple majority vote, if the appeal merits convening the Committee for an in-person hearing. The Director will then contact the student with the Committee's decision, informing the student of the date and time of the hearing if the committee chooses to hear the appeal.
- D. The Disciplinary Committee is empowered to assess disciplinary action ranging from no action to permanent expulsion from the College. The decisions of the committee are final, subject only to the student's right to appeal to the Dean of Continental Campus.

Disciplinary Hearing Procedures

- A. The Site Director will notify the student of the date and time of the disciplinary hearing and furnish a complete statement of the charges to be considered. Whenever possible, three (3) school days will be allotted for preparation between the time of notification of the student and the hearing date.
- B. The hearing will be facilitated by the Site Director, and conducted on the Continental Campus Site in "closed session." The student shall present his/her case without representation from others. The session will be closed to the public, attorneys, press and others. All proceedings and decisions will be considered confidential by the committee. Only those persons

- whose presence is required, as determined by the Site Director, will be permitted to attend.
- C. The hearing proceedings will be tape recorded. The student may obtain a copy of the hearing by providing a blank tape to the Site Director.
 - D. Any person, including the student charged, who disrupts a hearing or fails to adhere to the rulings of the Site Director shall be excluded from the proceedings.
 - E. The failure of the student to appear at the hearing and/or be present at all times while the hearing is in session shall be deemed a waiver of the right to a hearing and the Committee shall proceed and make its decision based on all of the information provided up to that point, considering no further information from new documents presented at the hearing or from any witness who appeared for the purposes of the hearing.
 - F. Any witness who is asked to testify at the hearing is expected to do so. It is expected that all statements made to the Disciplinary Committee will be true. Students giving false statements may be subject to discipline in accordance with these rules.
 - G. All evidence against a student will be presented in his/her presence, and he/ she will be permitted to rebut the statements of any witness after all evidence has been presented.
 - H. If witnesses are to appear on behalf of the student, a list of their names must be provided by the student to the Site Director at least 24 hours before the hearing. The student is responsible for insuring his/her witnesses attend the hearing. The student must insure his/her witnesses are notified.
 - I. The Disciplinary Committee may impose reasonable limits on the number of witnesses and the amount of cumulative evidence that may be introduced on a disputed issue.
 - J. The Site Director will present charges and information supporting the charges at the disciplinary hearing. The Site Director shall present any witnesses and evidence in support of the charge.
 - K. The student will be given the opportunity to present information and witnesses on his/her behalf. He/she may review the information presented by the Site Director.
 - L. When the Disciplinary Committee is satisfied that all relevant available information has been presented and that all the available relevant participants have been afforded an opportunity to present their information, the hearing will be adjourned. The Disciplinary Committee will meet to consider the evidence and to reach a decision. The Site Director will be available during the deliberation to clarify any issues regarding College policy. Deliberations of the Disciplinary Committee will be confidential and will not be recorded.
 - M. The decision reached by the Committee will be based on the information received at the hearing. The information shall consist of the record of the committee's proceedings, and all written reports, documents, and other material submitted to the Committee.

- N. The Disciplinary Committee will reach its decision by a majority vote of the full Committee.
- O. The Disciplinary Committee will present its decision in writing to the Site Director. Each member will sign the decision and the Site Director will prepare a typed copy of that decision for the record.
- P. The Site Director may verbally inform the student of the Disciplinary Committee's decision, but will send the student a copy of the written decision.
- Q. The Site Director shall notify the student in writing of the decision of the Disciplinary Committee within five (5) working days of the committee's decision. If disciplinary action is imposed, the student will be informed of the duration of that action and/or the date by which restitution or other appropriate conditions must be met. The letter will also inform the student of his/her appeal rights. The letter will be sent "return receipt requested," or if received in person, the student will acknowledge receipt of the letter by signing for it.

Appeal Procedures

- A. The student may appeal the decision of the Disciplinary Committee by submitting a written request to the Site Director within five (5) days from the date the student receives a copy of the Disciplinary Committee's decision. The request will then be submitted to the Dean of Continental Campus.
- B. The Dean will decide whether to reconsider the charges and/or action taken and will notify the student in writing. The Dean has full authority to set aside or modify the action of the Disciplinary Committee. The decision of the Dean is final.

Name/Address Change

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.

Graduation

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 in the program 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.

Application for Certificate or Degree

Central Texas College awards certificates and degrees in May, August and December each year. The Application for Degree/Certificate must be submitted to the CTC site representative by the dates listed below. If you do not have a CTC representative at your location, submit the application to the Graduation office in Killeen, Texas. The Application for Graduation is available on the CTC website or may be obtained from your local CTC site representative.

	Deadline
Fall Semester for December Graduation	October 1
Spring Semester for May Graduation	February 1
Summer Semester for August	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, high school transcripts or GED scores and official transcripts from previously attended colleges or universities must be on file before issuance of 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 by the end of the month of the graduation for which they applied (i.e. 31 May for the may graduation; 31 August for the August graduation; or 31 December for the December graduation) will be declared non-graduates. Students declared non-graduates will be required to reapply for graduation as published in this Catalog.

Commencement

Central Texas College in Killeen, Texas holds one consolidated graduation ceremony annually in May. Students must complete certificate or degree requirements by the end of the spring semester in order to participate in the ceremony. Prospective graduates who attend CTC at any of its worldwide locations or complete degree requirements through distance learning may participate in the consolidated ceremony. Information pertaining to the purchase of caps and gowns, rehearsal and the ceremony itself will be sent to each

student indicating that they wish to participate. Caps and gowns must be purchased directly through the CTC Bookstore in Killeen, Texas.

Some CTC sites may also conduct an annual graduation individually or in conjunction with the local military. Students should contact their local CTC representative for more information. Students enrolled in CTC distance learning courses may participate in graduation ceremonies at the nearest CTC location.

Replacing a lost Certificate or Degree

If a certificate or degree is lost, stolen, or damaged, a replacement may be obtained through the Graduation office. 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 credit course in which a “C” or lower grade was earned does not clear a student to graduate with honors.
- In any graduation class, the student(s) with the highest grade point average and who meets(s) all other requirements above will be designated as graduating with highest honors.
- Public recognition for graduating with 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.

Student Records

The Systems Registrar is the custodian of all student records except those specifically relating to financial aid. “Student Records” are defined by CTC as 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:

- Application of admission
- Financial aid

- Veterans' training
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

On-Line Resources

A vast amount of information and resources are available to you through Central Texas College's web site at www.ctcd.edu. Students can access degree plans, forms, complete and submit transcript forms, inquire about financial aid, find academic resources, tutorials, and general information.

From the main web site, you can access your local CTC's web site, by clicking the Campus's tab from the home page. Local sites post upcoming and current course offerings and schedules, contact information, registration dates, hours of operation, weather closings and cancellations, and other important information.

In addition to locating information on the main web site and the local campus websites, all Central Texas College locations utilize the Hobson system to communicate with students. Hobson allows Central Texas College to send students updated information and announcements. Local sites may use Hobson, in cases of emergencies, weather closings, and deadline notifications. Given this means of communication, it is important that you notify Central Texas College of any changes in your e-mail address, mailing address, or phone contact information.

Students who take classes at the various sites are able to access important forms and obtain information through the main CTC website 24 hours a day, 7 days per week, from any location.

Below are summaries of areas of the main website that all students may find helpful:

- A. Transcripts: Students may request an official transcript through the main website. Under the "Current Student" tab, click on the transcripts section. From this area you can access information to obtain an official copy of your transcript, and submit transcript requests. Please note that local CTC sites cannot issue or provide you with an official transcript; those must be issued by the main campus. When requesting a transcript, you will be asked for your student identification number. If you do not know that number you may enter the last four (4) of your social security number. There is no charge for a transcript. There is no charge for your transcript request, nor is there a fee if you are requesting an official transcript be sent directly to another college or university. If you do not know that number you may enter the last four (4) of your social security number.

- B. Evaluations: Students may access the necessary forms and information to seek evaluation of prior credit or re-evaluation of prior credit by clicking “Current Student,” scrolling to the “Military Section.” From this page, you may access Central Texas College’s evaluation policy and evaluation request form.
- C. Other information for current students: From the “Current Student” section of the website, you can access Web Advisor, view class schedules, access the catalog, obtain information and tutorial information regarding Blackboard, library references and resources, and transfer information.
- D. Textbooks and Course Materials: You may locate and order all books and course materials for site classes and on-line from CTC main website.

Please check with your local CTC site to determine if books are available or included with your tuition, at that particular site. From the home page of the website, click “Current Student.” From this page, on the left hand side, there is an area “Books/Instructional Materials” by clicking on this section, you may view the textbooks and course materials you will need for your classes. CTC’s on-line book store is mbs.direct. Brochures regarding the on-line book store are available at all sites.

To order from the on-line book store,
<http://bookstore.mbsdirect.net/ctc.htm> :

1. Select Region: enter the location where you are taking classes;
 2. Select Payment type: credit card and continue;
 3. Select the Program from the following options:
 - a. Offline: CD Courses
 - b. Online Courses: Distance Learning
 - c. On-site: select where classes are being taken;
 4. Select Course ID List:
 - a. Select Course
 - b. Click: Course ID Selection
 5. Buy Course Materials:
 - a. Select: Buy New or Used (if available)
 - b. Click: Add Items to Cart
 6. My Shopping Cart - Proceed to Check Out
 7. Begin Your Checkout Process
 - a. Select New or Returning Users
 - b. Continue with Checkout
- E. On-Line Academic Resources: You have access to the on-line academic resources, even though you may be taking classes at one of the various sites.
1. Oveta Culp Hobby Library: Allows students access to CTC’s Library resources through eBooks. These eBooks are available to current CTC students from both on and off campus computers. To access eBooks go to www.ctcd.edu.library/pg-lib.htm.

2. Project Pass On-line Tutoring: On-line tutoring is available for English, Criminal Justice, Developmental Math, College Algebra, and Trigonometry. Students can send an e-mail to the addresses below to ask questions concerning any of these subjects. Tutors will periodically check the email accounts and answer questions.
 - a. All math: project.pass1@ctcd.edu
 - b. English: project.pass@ctcd.edu
3. CTC Academic Systems: You may register to access material on Study Skills, Writing and Mathematic. Materials are interactive and include audio, as well as text and graphics. <http://ctc.academic.com> . Should you be considering an on-line course, you should visit <http://online.ctcd.edu/orientation> prior to registering for an on-line course
4. All current CTC students are encourage to utilize WebAdvisor. Through WebAdvisor students may access grades, check financial aid status and process, enrollment status, etc. To access and use WebAdvisor go the home page of the main website, click on “Students”, then click on “WebAdvisor for Students”, then click on “User Account”, then click on “I’m new to WebAdvisor” and follow the prompts.

Student Handbook--Frequently Asked Questions

1. How do I get a copy of my transcript?

You can go online to www.ctcd.edu, click on transcript and follow the instructions.

GoArmyEd students can go through the portal to request a copy of their transcript.

2. How do I get college credit for my military training?

After you complete two courses (6 semester hours) you can request a free evaluation. (See section on evaluations).

GoArmyEd students must request an evaluation through the portal/ or send your Army/American Registry Transcript System (AARTS) transcript to Incoming Transcripts at the Main Campus along with all prior college transcripts.

3. How do I purchase textbooks?

Textbooks are purchased online at the CTC bookstore or through MBS Direct at mbsDirect.net

4. What is the cost of tuition?

Course costs for individual sites can be found on the CTC web page. From the main CTC website, click on “other U.S. locations under the “Campuses” tab. From there, choose your location for further information for that specific location.

5. How do I request financial aid?

- Applicants for financial aid must apply for admission to the College.
- Applicants must be degree or certificate candidates.
- Complete and file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education. On the application use the school code 004003 to select CTC as your first choice of schools.
- Go to CTC web page (www.ctcd.edu) and click on financial aid/scholarships to fill out the in-house forms for CTC.

6. I want to start taking classes with CTC. What do I do?

Your first three steps are:

- Complete a CTC application for Admission
- Submit an official high school transcript or GED demonstrating high school graduation or equivalency.
- Visit your local CTC office to discuss a program of study and course selections.

7. How do I drop or withdraw from a class?

If you are withdrawing for your own reasons, Army students need to go to <http://goarmyed.com> and follow the steps to withdraw from a class. All non-army students need to complete a withdrawal form from your local CTC office to officially withdraw from a class.

Depending on when you withdraw from a class, there may be an amount owed back to the branch of service that sponsored the course.

If you are withdrawing due to military-related reasons, obtain a memorandum from your commanding officer stating this fact. Visit an education counselor to have them withdraw you from the class and upload the document you provided into the GoArmyEd system to avoid being financially responsible for the withdrawal.

8. Where can I find information about CTC’s online Classes?

<http://online.ctcd.edu>

9. How do I get an official transcript sent from CTC to another school?

A. Request an official transcript online at:

<http://www.ctcd.edu/transcripts/index.htm>

B. Go to your nearest CTC office and fill out a transcript request form.

(The request is free of charge.)

10. I think I have taken all my classes for my degree program and am ready to graduate. What's next?

It is your responsibility as the student to know when you are ready to graduate. To verify this, we suggest that you request an updated SOC Degree Plan before applying for graduation. See [Updating Your SOC Degree Plan](#) for additional information. eArmyU Laptop students should use the preliminary Degree Audit request located on the CTC Distance Learning website. See <http://online.ctcd.edu/army/grad.cfm>. All students are encouraged to request an update when they are within 12 hours of graduation.

11. Do I have to pay for my courses at the time of enrollment?

Yes. Official registration does not take place until tuition is paid in full.

12. Who can take classes at CTC?

CTC is a comprehensive community college that maintains an open-door admissions policy to ensure that all students who can benefit from a post secondary education have the opportunity to enroll. You will also need to have graduated from an accredited (public or private) high school or have earned your GED certificate.

Important Telephone Numbers

Bethesda, MD	(301) 654-7755
Bolling AFB, DC	(202) 561-2480
Camp Pendleton, CA	(760) 725-6386
Fort Benning	(706) 682-7390
Fort Bragg, NC	(910) 497-2749
Fort Knox, KY	(502) 942-1795
Fort Lee, VA	(804) 733-9290
Fort Leonard Wood, MO	(573) 329-5550
Fort Lewis, WA	(253) 964-1070 (253) 964-0501
Fort Polk, LA	(337) 537-5202
Fort Richardson/Elmendorf AFB, AK	(907) 428-1317 (907) 753-1125
Fort Riley, KS	(785) 784-6240
Fort Sill, OK	(580)353-7551
Fort Stewart/Hunter Army Airfield, GA	(912) 876-4045 (912) 767-2070
Fort Wainwright, AK	(907) 356-3863
Hawaii	(808) 624-0198
Holloman AFB, NM	(575) 479-4188
Pope AFB, NC	(910) 497-1369
Quantico, VA	(703) 630-0111
Walter Reed	(202) 782-6749
Distance Education On-line support	(866) 350-4729
Financial Aid	(800) 792-3348 ext. 1509
Library	(800) 792-3348 ext. 1237
Job Placement Office	(800) 792-3348 ext. 1702