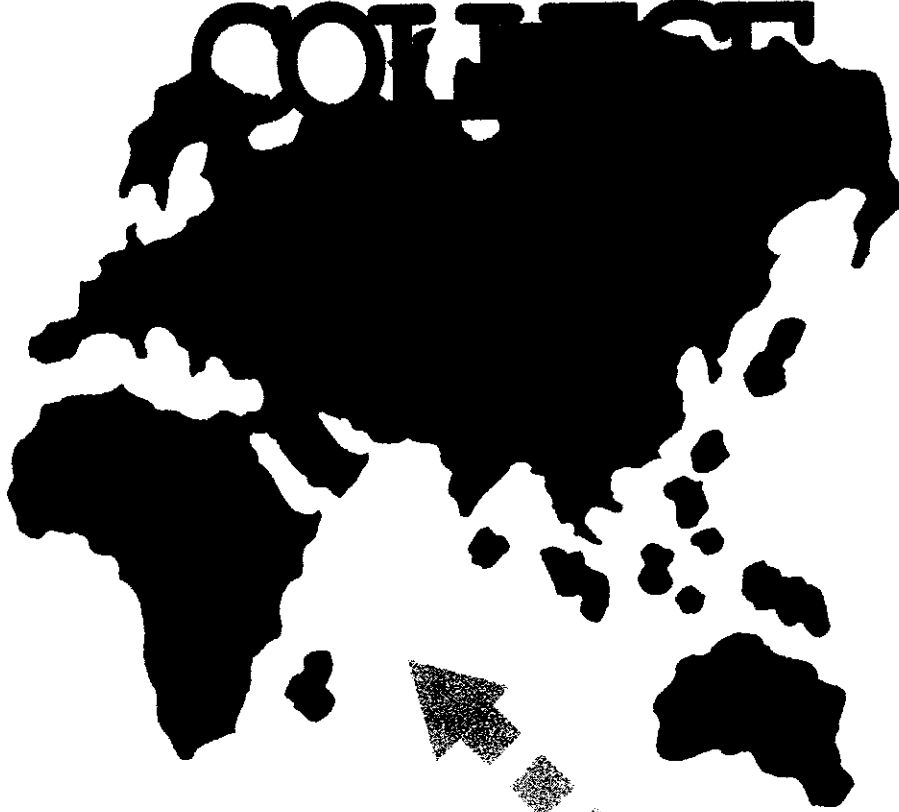


CENTRAL TEXAS

COLLEGE



Pacific Far East Campus Catalog Supplement
1998-2000

Changing Lives one degree at a time

Major Campus Addresses

Central Campus

Central Texas College
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-7161
(800)792-3348

Fort Hood Campus

Central Texas College
Dean, Fort Hood and
Service Area Campuses
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1328

Service Area Campus

Central Texas College
Dean, Fort Hood and
Service Area Campuses
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1206

Continental Campus

Central Texas College
Office of the Dean, Continental Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1222/1368

Navy Campus

Central Texas College
Office of the Dean, Navy Campus
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1356
(800) 792-3348 (Out of State)
(800) 223-4760 (In State)

Europe Campus

Central Texas College
Unit #20233
APO AE 09165
(Civilian) 06181-95060
(Military) 322-8871
(Civilian) Telefax 06181-950650

Navy Atlantic Campus

Central Texas College
1301 East Little Creek Road, Suite 2
Norfolk, Virginia 23518
(804) 587-8873
(800) 457-2619

Navy Pacific Campus

Central Texas College
4250 Pacific Highway, Suite 128
San Diego, California 92110
(619) 226-6626
(800) 784-5470

Pacific Far East Campus

Central Texas College
Office of the Dean
Office of Student Services
Office of Administrative Services
Office of Support Services
Office of Payroll/Personnel
Campus Library
Camp Market - Building S-1650
Unit #15559
APO AP 96283-0618
(Civilian) 82-32-523-5110
(Military) 722-3814/3833
Director, Administrative Services
(Military) 722-3815 Student Services

Correspondence and Inquiries

Correspondence and inquiries should be addressed to the appropriate office, e.g., Admissions, Records, Student Financial Assistance, etc., as listed in the catalog, at the location where the student currently attends. Records and transcript service for students currently enrolled in Pacific Far East or Europe will be provided by the appropriate Pacific Far East or Europe Campus. Students attending Continental, Air Force and Navy campus sites in locations other than Pacific Far East or Europe may request records and transcript services through the Central Campus Office.

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 or age.

CENTRAL TEXAS COLLEGE

Central Texas College District
Pacific Far East Campus Supplement
to the Continental & International Campuses Catalog
First Edition • 1998-2000

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Accredited by

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.

Approved by

Texas Higher Education Coordinating Board; Texas Education Agency

Listed in

Report of Credit given by American Association of Collegiate Registrars and Admissions Officers
Accredited Institutions of Postsecondary Education American Council On Education
Directory of Postsecondary Institutions, Volume 1, U.S. Department of Education

Member of

American Association of College Admissions Counselors, American Association of Collegiate Registrars and Admissions Officers, American Association of Community and Junior Colleges, Association of Texas Colleges and Universities, Broadcast Education Association, National Association of Veteran Program Administrators, National Association of Student Financial Aid Administrators, Servicemembers Opportunity College, Southern Association of Collegiate Registrars and Admissions Officers, Texas Association of Broadcast Educators, Texas Public Community/Junior College Association, Texas Association of Collegiate Registrars and Admission Officers, Texas Association of Collegiate Veterans Program Officers, and Texas Association of Student Financial Aid Administrators

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A.A.S., Central Texas College
B.S., East Texas State University
M.S., East Texas State University
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Maguerite C. Park, Assistant Director, Human Resources
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Clarence Wolf, Coordinator, Region B, Korea
Marco Nazario, Coordinator, Region C, Japan
Neal Kepler, Director, Region D, Okinawa
Sonoko Kemler, Regional Student Services Officer, Region D, Okinawa



Term Calendar

Central Texas College's academic year begins and ends in August. It is based on terms and varies considerably in different locations to meet military schedules. Course lengths may vary from one weekend to twelve weeks, depending on the number of semester hours and course contact hours. The varying course lengths and the special needs of the community may alter the generally established registration period at any given site. Each Education Center publicizes registration periods, term dates, and course offerings. Consult your local schedule for times and dates of registration and classes.

1998-1999

Term 1	August 9, 1998	through	October 10, 1998
Term 2	October 11, 1998	through	December 19, 1998
Term 3	December 20, 1998	through	March 6, 1999
Term 4	March 7, 1999	through	May 8, 1999
Term 5	May 9, 1999	through	August 7, 1999

1999-2000

Term 1	August 8, 1999	through	October 9, 1999
Term 2	October 10, 1999	through	December 18, 1999
Term 3	December 19, 1999	through	March 11, 2000
Term 4	March 12, 2000	through	May 13, 2000
Term 5	May 14, 2000	through	August 2, 2000

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

Pacific Far East Campus Locations

Indian Ocean	Diego Garcia
Japan	Atsugi NAS, Camp Zama, Iwakuni MCAS, Misawa Air Base, Sasebo NB, Yokosuka NB, Yokota Air Base, Johnston Island
Korea	Camp Bonifas, Camp Carroll, Camp Casey, Camp Colbern, Camp Edwards, Camp Essayons, Camp Gary Owens, Camp Greaves, Camp Henry, Camp Hovey, Camp Howze, Camp Humphreys, Camp Jackson, Camp Kyle, Camp La Guardia, Camp Long/Eagle, Camp Page, Camp Red Cloud, Camp Sears, Camp Stanley, Camp Stanton, Camp Walker, K-16 AAF, Kunsan Air Base, Osan Air Base, Pusan, Suwon Air Base, Yongsan AG
Okinawa	Camp Butler, Camp Cortney, Camp Foster, Camp Hanson, Camp Kinser, Camp Lester, Camp Mctureous, Camp Schwab, Camp Shields, Futenma, Kadena Air Base, Torii Station.

Statement of Purpose

History

In 1965, the citizens of Central Texas joined together to authorize the building of a community college that would serve Bell, Coryell, Lampasas, Mills, and seven other central Texas counties as well as Fort Hood and the correctional facilities in Gatesville. The campus was constructed on 560 acres of land donated by Fort Hood through the Department of Education and with funds supplied through a local \$2 million bond. Central Texas College, under Section 130.04 of the Texas Education Code, opened its doors with an initial enrollment of 2,068 students in the Fall of 1967. The number of students and the location of offerings has steadily increased since that time. Central Texas College has maintained its accredited status with the Southern Association of Colleges and Schools since first being awarded accreditation in 1968, and was reaffirmed most recently in December 1994.

CTC initiated on-site programs on Fort Hood in 1970 and in Europe in 1974. CTC's success at Fort Hood and Europe led to the explosive expansion of CTC's locations, including Fort Leonard Wood (Missouri), South Korea, and the Atlantic and Pacific Fleets in 1976. By the early 1980s, CTC offered programs to military personnel stationed in the Pacific Command, Alaska, and Panama as well as throughout the continental United States. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections in Gatesville in 1976.

Today, CTC consists of administrative units referred to as campuses: the Central Campus, the Continental Campus, the Europe Campus, the Fort Hood and Service Area Campus, the Navy Campus, and the Pacific Far East Campus. Of these, the Central, Fort Hood, and Service Area campuses operate within the state of Texas. While some campuses, like the Navy Campus, offer programs only for military personnel, others enroll military, civilian, and incarcerated students.

Students enrolled in CTC may select a degree plan from Associate of Arts degree programs, Associate of Science degree programs, Associate in Applied Science degree programs, or Associate in General Studies. In addition, students choosing to earn a certificate may enroll in any of the more than 40 certificate programs. Campuses within the Central Texas College District may offer the full range of degree programs and services or only those identified through local needs assessments. CTC also provides a wide range of education and training opportunities for those students who do not select a degree or certificate option.

Vision

It is Central Texas College's vision to be the best possible community college in which to study and work. We want to offer each student and employee the opportunity to grow, learn, and succeed. We want our graduates to be able to compete in a global economy, make intelligent consumer choices, and exercise their rights and responsibilities as citizens. We want to celebrate our diversity while remaining united in our pursuit of excellence through continuous improvement. We want to meet the challenges of the future with students, employees, and community members working together toward the common goals of availability, accessibility, and quality in education.

Mission and Purpose

Central Texas College is a two-year, open admissions institution which provides educational opportunities to students locally, nationally, and internationally. CTC offers vocational, technical, and academic courses leading to certification or associate degrees. CTC offers remedial and compensatory education, adult and continuing education, and workforce development training programs. CTC provides services and programs that facilitate student achievement and address the necessary needs of our military and civilian communities. CTC encourages institutional research and effective resource management. CTC insists upon excellence in all instructional, organizational, and operational areas.

The purpose of CTC is to provide:

- technical programs up to two years in length leading to associate degrees or certificates;
- vocational programs leading directly to employment in semi-skilled and skilled occupations;
- freshman and sophomore level courses in arts and sciences;
- adult, continuing, and community education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs designed to meet civilian and military community needs;
- adult literacy and other basic skills programs for adults;
- library services; and
- a wide variety of public service needs.

Philosophy

Central Texas College, in meeting the educational and training needs of students in our key service populations and our civilian and military communities, is committed to:

- the belief in the worth and dignity of the individual.
- excellence in teaching and learning.
- open-door policies for meeting individual needs through a wide range of educational goals.
- a vision of community as a place to be served and a climate to be created.
- implementing the highest standards of ethical professional practice.
- effective stewardship of public trust and resources.
- offering programs that are student centered, reflect increases in the body of knowledge and changes in technology and economy, and are revised and improved continuously.
- addressing the cultural, racial, and ethnic diversity of students, employees, and community.

Goals

Goal 1: To Provide Instruction

Central Texas College shall provide quality instructional programs that will prepare students to fully participate in educational, occupational, economic, and social opportunities. These include certificate and/or degree programs in general education and occupational and technology; university transfer; developmental education; adult and continuing education; skills training and workforce development programs; special and enrichment education; and adult literacy and basic skills education.

Objective 1: To provide and update curricula district-wide that foster student goal attainment, meet changing requirements, reflect changes in instructional technology, and incorporate development of SCANS and communication skills.

Objective 2: To employ and retain faculty who, at a minimum, meet the qualification requirements set by accrediting associations and regulatory bodies.

Objective 3: To meet the educational, occupational, and developmental needs of a diverse student population.

Goal 2: To Conduct Institutional Research

Central Texas College shall improve instructional and administrative processes and outcomes through research, demonstration projects, creative local initiatives, and well-thought-out technological innovations.

Objective 1: To maintain institutional and program accreditation and approval.

Objective 2: To evaluate continuously programs, services, processes, and personnel and use the results of such evaluations to improve programs, services, processes, and activities.

Goal 3: To Provide Public Service

Central Texas College shall assist its communities through instructional programs tailored to their needs; economic development, technical support, and proposal/grant development services; support of cultural activities; employee participation in community activities; and other related cooperative efforts.

Objective 1: To cooperate with communities in meeting their educational, economic, and cultural needs.

Objective 2: To promote the institution as a partner with the community it serves.

Goal 4: To Provide Institutional Support and Ancillary Operations

Central Texas College shall provide the direction; control; educational support services (including student development services, library services, instructional services, etc.); resource management services; and other services and resources as may be required by the institution to accomplish its mission.

Objective 1: To use effectively and efficiently the human, fiscal, and physical resources of the institution.

Objective 2: To promote equal access and equal opportunity.

Objective 3: To provide educational and training opportunities for employees that foster professional growth.

Objective 4: To maintain an organizational structure and culture that supports responsive decision making; creates a positive work environment; and assures compliance with regulations, laws, and mandates.

General Information

Continental and International Programs

Central Texas College serves military personnel throughout the world. Central Campus is located in Killeen, Texas. Programs of study vary with each location and not all programs are available at every location. This Catalog Supplement provides information concerning the policies, procedures, and programs applicable to the Pacific Far East Campus. Individuals interested in programs that are not locally available should consult with the local Education Office or Central Texas College representative.

The Catalog Supplement

The Catalog Supplement is an official bulletin of Central Texas College containing policies, regulations, procedures, and fees in effect at publication. Central Texas College reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments to state or federal laws, and fee changes where appropriate. As a student, you are responsible for observing the regulations contained in this Catalog Supplement and are therefore urged to study the contents of this publication carefully.

Program and Course Availability

Programs of study presented in this Catalog Supplement are offered when sufficient interest indicates the level of enrollment required. To enter specific programs of study, seek confirmation of program availability prior to first registration. Central Texas College further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances warrant.

Equal Opportunity Policy

Central Texas College is committed to its policy on equal educational opportunity and administration of its educational programs, activities, and employment without regard to color, race, religion, national origin, disability, age, or gender as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veteran's Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246, as amended, and 11375.

Existing administrative procedures of Central Texas College are used to handle student grievances. When a student believes a condition or employee of Central Texas College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Please contact a Central Texas College official or the Pacific Far East Campus Dean for assistance in pursuing a grievance matter.

Statement on Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment based on the age, ethnic background, family status, gender, disability, national origin, race, religion, sexual orientation, or veteran status of individuals or any other subgroup stereotyping or grouping within the college community are unacceptable. To fulfill its multiple missions as an institution of higher learning, Central Texas College encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact a CTC official or the Pacific Far East Campus Dean.

Admissions and Registration

To attend Central Texas College, visit the local Education Center or Navy Campus office to consult with an Education Specialist or Navy Campus Representative about your educational goals. Education Center and Navy Campus Office staffs provide diagnostic, aptitude, and placement testing to assist you in selecting programs of study and establishing educational goals. Once you have identified and chosen an appropriate degree and program of study, the admission and registration process may begin.

General Admission Information

Central Texas College is a comprehensive community college. An open-door admissions policy is maintained to ensure that all persons who may benefit from postsecondary education have the opportunity to enroll. New students will be admitted to Central Texas College providing all admissions requirements are met. Admission to Central Texas College does not guarantee admission to specific programs and courses. In addition to the following criteria, students must complete an Application for Admission prior to being considered for admission.

If you have not previously earned a high school diploma or GED, you are not eligible to enroll in college level course work until you have taken and successfully passed a Department of Education independently administered examination. The examination must have been taken within the past year. Prospective students should visit their counselor at the Education Center.

Non-graduates seeking further information should contact their Central Texas College representative.

Admissions Requirements

If you hold a diploma from an accredited secondary (high) school or General Education Development (GED) equivalency certificate you will be admitted to Central Texas College. If transferring from another regionally accredited college, you will be admitted if you are eligible to return to the institution last attended. Adults, veterans, and military personnel who have not completed a high school program, but who are prepared to undertake post high school studies, may be admitted if recommended by an Education Specialist after providing official test scores from a list of approved tests authorized by the Department of Education.



An adult, for purposes of admission, is defined as an individual 18 years of age or older.

Local and third country national students must provide an official certificate reflecting a minimum score of 450 on the Test of English as a Foreign Language (TOEFL) in order to be considered for admission to degree-credit courses.

Personnel without logistical support and not sponsored in the overseas command by the U.S. Armed Services are not normally permitted to attend Central Texas College classes. Applicants may attend classes if local policy permits, but they must receive approval from the local Education Services Officer (ESO) or Navy Campus Representative for necessary military and governmental approval prior to being permitted to file an application for admission. Active duty personnel will have priority when enrolling for all classes.

Early Admissions

Early admission offers the opportunity for high school students to earn college credits while concurrently enrolled in high school. Early admission is open to selected high school students, subject to the following conditions:

- An Early Admission Form with the signatures of the high school principal or counselor and parent or legal guardian must be submitted;
- Students must provide an official high school transcript showing classification; and
- Students will be expected to adhere to all policies of Central Texas College and the high school, including attendance.

Students who meet the criteria will be accepted at Central Texas College on individual approval to take one course per term.



Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program.

Records Required

Transcript and Test Scores

Degree or certificate seeking students must ensure that all records of all previous education are on file with the Records Office in order to fulfill Central Texas College's admission requirements.

- High School Graduates: Degree or certificate seekers who have not previously completed 12 semester hours of coursework from a regionally accredited college or university must submit high school transcripts.
- High School Equivalence Graduates: Degree or certificate seekers who have not previously completed 12 semester hours of coursework from a regionally accredited college or university must submit High School General Education.
- College Transfer Students: Transfer students who are seeking certificates or degrees from Central Texas College must provide official transcripts for all regionally accredited college study before official degree plans are provided.
- Individual Admissions Students (except transient students): These students must provide official transcripts for all previous college study from accredited colleges or universities they previously attended. Non-high school/GED graduates must provide Department of Education approved test scores taken within the past year.



Students are responsible for requesting that official records be forwarded directly from the issuing institution to the Central Texas College Pacific Far East Campus. Addresses are listed in the front of the Catalog. Transcripts must bear the original mark or seal and signature of the registrar to be acceptable. If transcripts of previous education are issued to Central Texas College in a student's former name, without a social security number, Central Texas College cannot be responsible for properly identifying the document. Admission requirements are not met until all necessary records are on file with the Pacific Far East Campus records office.

Transient Students

Students not seeking a degree or certificate from Central Texas College are not required to provide previous education records, as noted above. Records will be required if a student later elects to seek a diploma or certificate, or evaluation and award of credit.

Uniform Application of Standards

Central Texas College policies regarding the academic status of students and all matters relating to students are uniform at all Central Texas College locations. The subsequent sections of this Catalog Supplement provide information unique to the Pacific Far East Campus.

Registration

Registration Requirements

Official registration with Central Texas College is required before you can take courses. Complete the following to become officially registered:

1. Apply for Admission/Class Registration (required each time you register);
2. Pay fees and tuition.



Step 2 may include providing completed military tuition assistance (TA) forms, Veterans Administration (VA) forms, or other financial assistance forms as appropriate, if such methods of financial assistance are chosen.

All forms necessary for registration are available from the Central Texas College representative at each location.

Late Registration

Late registration is permitted if no more than 1/8 of the course's contact hours has been performed. Consult local schedules for exact dates. If you register after classes begin, you are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

Official Enrollment

Complete the published registration procedure each term, including payment of all tuition and fees, to gain admission to classes. You are not officially enrolled until you have paid all charges. If you officially withdraw from a course, you are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled have the privilege of attending classes.

College Costs

Tuition Schedule for Pacific Far East Campus

Tuition for classes at the Pacific Far East Campus locations is established by the government contract through which the institution operates. The following rates apply to one semester hour of instruction:

August 1, 1998 - July 31, 1999	\$86
After August 1, 1999	To Be Determined

Fees

Degree Fee	A fee of \$25 is payable at the time you apply for a degree.
Certificate Fee	A fee of \$10 is payable at the time you apply for each Certificate of Award, for completion of 15 Semester Hours and 30 Semester Hours.
Transcript Fee	The first transcript is issued free of charge. Subsequent transcripts are \$3 each.
Returned Check Charge	A charge of \$25 shall be assessed for checks which are returned for insufficient funds.
Declined Credit Card Charge	A charge of \$25 shall be assessed for a declined credit card.



Refund of overpayment of transcript or record fees will be made only upon written request by the student. Amounts less than \$1 will not be refunded.

Method of Payment

Make checks or money orders payable to Central Texas College. Credit card payment is also acceptable as long as it is a MasterCard or VISA issued by a stateside bank. Central Texas College requires payment of tuition prior to attendance at the first class meeting.

Refunds

The date of withdrawal is the date the withdrawal form is filed at the appropriate Education Center or Navy Campus Office and signed by the ESO or designated representative. In all cases, the instructor must sign the withdrawal form.

Refunds will be computed from the filing date and will be made according to the following schedule unless publicized differently at the local Education Center or local CTC office:

100%	If withdrawal is filed before the first class meeting.
75%	If withdrawal is filed before more than 1/8 of the class meetings have elapsed.
50%	If withdrawal is filed after more than 1/8, but before more than 1/4 of the class meetings have elapsed.
0%	If withdrawal is effective after 1/4 of class meetings have elapsed.

Refunds will be processed by the Business Manager, Administrative Services, after receipt of certification by the Student Services Office that the Application for Withdrawal or the Application for Refund form has been properly completed and processed.

Emergency withdrawal will be considered to be filed on the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the refund of tuition schedule above.

Pro Rata Refund

The 1992 Reauthorization of the Higher Education Act requires an institution to have a fair and equitable refund policy for students who received federal aid or whose parents borrowed under the Federal PLUS program. Equitable means that the policy must be consistent with the standards approved by the Department of Education.

A fair and equitable refund policy will provide a refund of at least the largest amount under:

- applicable state law;
- pro rata, for any student attending Central Texas College for the first time whose date of withdrawal is at or before the 60 percent (nine weeks into a 16 week semester) point in the period of enrollment for which the student has been charged. (Pro rata means a refund of the amount that was charged by the institution for the time that remains if a student withdraws on or before the ninth week of classes.)

According to federal regulations, refunds must be credited to the federal program in the following order:

- Federal Family Education Loan Programs (Stafford, Unsubsidized, PLUS);
- Federal Perkins Loan Program;
- Federal Pell Grant;
- Federal SEOG;
- Other Title IV Programs; and
- Finally, the student.

Textbooks

Prices are based on publishers' prices and may vary from term to term. Prices are available from the Central Texas College representative. Textbook costs are not refundable unless the class is canceled by Central Texas College and the book is returned unused and unmarked to the appropriate CTC representative.

You are expected to buy the textbooks designated for each course. Purchase textbooks from the Central Texas College Site Representative during the registration period. This period is normally two weeks prior to the class start date and during the first week of classes.

Student Services

Transcripts

Students' records are confidential. Convenient forms for ordering transcripts are available from the Site Representative. Graduates are provided an information transcript free of charge upon graduation. You must submit requests for all other transcripts in writing, accompanied by a check or money order for \$3.

Requests for transcripts are honored as soon as possible by order of receipt. Generally, the Transcript office issues transcripts within two working days from the receipt of the request. Telephone requests will not be honored. Transcripts may be ordered by facsimile (fax). You may pick up transcripts in person as long as the transcript request is submitted to the Student Services Office at least one day prior to pick up.

While in the Pacific, students should address their transcript requests to Central Texas College, Pacific Far East Campus, Student Services Office. Once students leave the Pacific Campus, they should send their requests directly to the Transcript Department in Killeen, Texas. Addresses are listed in the front of this Catalog Supplement. Transcript requests should include full name, social security number, date of birth, last month, year, and location of attendance, as well as the complete address to which the transcript is to be sent. Transcripts addressed to students will be stamped "Issued to Student." Transcripts addressed to official addresses will be official transcripts. Transfer credit earned from other colleges will not be posted to the Central Texas College transcript. Students should request transcripts directly from other colleges attended if the information is needed.

Students departing the Pacific Far East Campus locations should notify the Student Services Office to ensure their records are transferred to the Central Campus at Killeen, Texas. Student academic files and transcripts will be maintained in the Pacific Far East for five years after last attendance unless otherwise notified of departure.

If you have an outstanding obligation to Central Texas College, your request for student transcripts will be denied. The obligation may be because of a returned check, non-repayment of financial aid, or failure to comply with admissions requirements. Students on financial hold will not be eligible for evaluation services, transcripts or graduation.

Evaluation of Previous Learning Experiences

Transfer Students

CTC may accept transfer credit from regionally accredited colleges and universities if a grade of "C" or better is earned and the course(s) applies to the student's curriculum. Passing grades lower than "C" may be considered for transfer in accordance with current evaluation procedures and curriculum requirements. Courses with a grade of "D" will not be accepted in transfer to satisfy major degree requirements; however, they may be accepted in transfer to satisfy non-major degree requirements if the student's overall grade point average with Central Texas College is 2.0 or higher. Students on suspension from other colleges must be eligible to return, on probation, to the suspending institution.

Because of the rapid changes taking place in technological fields, courses taken in a major field of study or courses directly related to that major field may not be accepted in transfer to satisfy specific Associate in Applied Science degree requirements. Acceptance of course credit in transfer for such degree programs must be approved by appropriate Central Texas College officials if the course was completed five or more years before the student entered the CTC program of study.

Non-traditional Education

Central Texas College recognizes that each student's educational needs, goals, and experiences are unique and that individuals are proficient in many areas of college work that are not formally documented on transcripts. It is the policy of Central Texas College to recognize non-traditional learning experiences and to award course credit in all cases where such credit is appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of ICEP is to systematically correlate business, industry, government, and military education received by non-traditional methods with institutional curricular requirements.

All students, including military, former military and civilians, are eligible for credit consideration based upon documentation of their previous learning experiences.

The non-traditional methods usually considered applicable toward a degree at Central Texas College are:

- The Defense Activity for Non-Traditional Educational Support (DANTES) courses and Subject Standardized Tests.
- College Level Examination Program (CLEP)-both the General Examination and Subject Examination.
- Credit for military schools completed, as recommended by the American Council on Education (ACE) and recognized by Central Texas College.
- Credit for military service basic training.
- Military Job Training and Experience, as recommended by the American Council on Education and recognized by Central Texas College.
- American College Testing Program (ACT).
- College Board Admission Testing Program.
- Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
- Other—To include certain types of civilian training, specialized testing and work experience.



To obtain credit, you must pass the exam, apply for credit, and have completed a minimum six semester hours of coursework at Central Texas College with a minimum 2.0 GPA or six semester hours of “C” or higher. Tests and other non-traditional educational experiences completed in excess of seven years prior to your completion of six semester hours in residency with CTC will not be eligible for credit consideration. Credit will not be awarded for courses in which you were previously enrolled. Evaluated credit will be awarded only when it applies to your degree requirements.

Evaluation Procedures

Curriculum plans outlining accepted transfer and non-traditional credits as well as remaining requirements are available from the local Central Texas College representative, Military Education Counselor, or the Navy Campus advisor upon your written request and submission of evaluation documents.

Evaluation and final degree plans are provided upon receipt of all official transcripts and documents. Evaluated credit must be validated through successful completion (with a grade of “C” or better) of a minimum of six semester hours of traditional credit earned at CTC. If you are on financial hold, you will not be eligible for evaluation of non-traditional educational experiences until the financial hold is cleared. Validated evaluated credit will be posted to your transcript as part of the evaluation process.

Apply for a final degree plan by submitting an Evaluation Request form to the Evaluations Department. Please see the front of this Catalog for addresses.

Evaluated credit awarded by CTC applies to its programs of study and may transfer to other institutions according to the policies of the receiving institution. Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Servicemembers Opportunity College

Because of its efforts to serve the educational needs of servicemembers, Central Texas College has been designated a Servicemembers Opportunity College. As a member of the Servicemembers Opportunity College Associate Degree (SOCAD), SOCNAV and SOCMAR programs, Central Texas College has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment, Central Texas College ensures that:

- Servicemembers share in the postsecondary educational opportunities available to other citizens.
- Servicemembers are provided with appropriately accredited educational programs, courses and services.
- Flexibility of programs and procedures, particularly in admissions, credit transfer, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements, is provided to enhance access of servicemembers and their family members to undergraduate educational programs.

SOC Criteria

In support of SOC criteria and service to its military students, Central Texas College:

- has designed a transfer program that minimizes loss of credit, avoids duplication of credit, yet maintains program integrity;
- has established guidelines that follow the general principles of good practice outlined in the joint statement on transfer and award of academic credit;
- accepts transfer credit earned from regionally accredited institutions consistent with servicemembers degree programs;
- requires only 25% of degree requirements to satisfy Central Texas College residency;
- recognizes as study in residence all credit coursework offered by Central Texas College, regardless of location;
- allows students to satisfy residency requirements with courses taken at Central Texas College at any time during their course of study;
- provides the ICEP to access learning equivalence and awards credit to qualified students for specialized military training and experience in accordance with the ACE Guide to the Evaluation of Educational Experiences in the Armed Services; and
- provides the ICEP, which reflects the principles and guidelines set forth in the statement on awarding credit for extra institutional learning and awards credit for non-traditional learning assessment programs.

SOCAD-2/SOCNAV-2/SOCMAR-2 Degree Completion Agreement

All students can continue their Central Texas College certificate/degree programs regardless of location, through the “credit bank” provisions of the Servicemembers Opportunity College. A student may study at any other regionally accredited college and apply the work toward Central Texas College certificate/degree requirements. Students must complete at least 25 percent of degree requirements with a minimum 2.0 GPA at Central Texas College. Courses taken at other institutions must satisfy the course requirements of the Central Texas College degree programs. SOCAD-2/SOCNAV-2/SOCMAR-2 agreements may be issued after the completion of at least 6 semester hours of coursework with a 2.0 GPA or 6 semester hours of “C”, “P”, or higher at Central Texas College. These should be requested from the Administrative office serving the student’s location. Addresses are listed in the front of this Catalog Supplement.

Students no longer at a Central Texas College location should contact:

Central Texas College
Director, Evaluation Services
P.O. Box 1800
Killeen, TX 76540-1800
800/792-3348, Extension 1374

Students completing certificate/degree requirements with credits from other institutions should contact the above address for approval of specific courses. Please allow at least four weeks for approval.

Student Financial Assistance

Financial Aid Programs

Information and application forms for military tuition assistance and VA benefits are available at Military Education Centers and Navy Campus offices. These two forms of student financial assistance are not part of the same program. Students interested in using such aid should be aware of the liabilities incurred.

Satisfactory Progress Standards

Central Texas College students who are receiving financial aid are required to make adequate progress toward a degree objective to remain eligible to receive financial aid.

The following satisfactory progress standards are applicable to all students who receive financial aid at Central Texas College:

- The maximum time frame for the completion of a degree program is the equivalent of six 12-week or 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.
- The time frame for students enrolled full-time (enrolled in six or more credit hours) shall be no more than 12 eight-week terms of full-time enrollment to complete a degree program.
- Half-time students (enrolled in three to five credit hours) shall have 24 eight-week terms of half-time enrollment to complete a degree program.

Satisfactory progress can be met with any combination of full-time or part-time enrollment. Students may refer to their degree plan, SOC Agreement, Central Texas College Catalog, or see a CTC representative for further details regarding their specific academic program.

Types of Aid

PELL Grant

The PELL Grant is authorized by the Higher Education Act Amendments of 1972 to assist students in pursuing their first undergraduate degree. The intent of the PELL grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education. The amount of the PELL award is based on the actual cost of the students' education while attending Central Texas College. Applications are available at the Military Education Center or Navy Campus office. Brochures describing various financial aid and VA programs are available to all students at Education Centers and Navy Campus offices.

Federal Stafford Loans

An undergraduate student at Central Texas College may borrow a limit of \$2,625 during the freshman standing (0-30 credit hours on the student's Central Texas College degree plan) and \$3,500 during the sophomore standing (31-60 hours on the student's Central Texas College degree plan). These are loans obtained by the student from a lending agency outside the college such as a bank, savings and loan association or credit union, that are insured by the federal government. The government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after you leave school.

Interested students should obtain detailed information and application forms directly from lending institutions or the appropriate Central Texas College official.

Loans must be repaid. Students who are awarded Stafford Loans (GSL) must attend a pre-loan counseling session. This session provides additional information about the loan programs such as monthly repayments, deferments, grace period, and cancellations. The applicant will be advised of the disbursement procedures during the counseling session. Students receiving loans must advise the Office of Student Aid when leaving Central Texas College. Each student must have an exit interview regarding their rights, responsibilities, and loan payment scheduling. All programs are administered in compliance with section 504 of the Rehabilitation Act of 1993.

Veteran Benefits

Most Central Texas College programs are approved for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, the Veterans Educational Assistance Act of 1984, Chapter 106-Reserve Education Bill, Chapter 30, VA Educational Bill of 1986 and dependents qualified for VA educational benefits, Chapter 35.

Military Tuition Assistance

Many military personnel may wish to attend Central Texas College under the Tuition Assistance Program. Active duty military students approved under this program will have a portion of tuition cost paid by the government but will be responsible for paying the remaining amount as well as all fees and book costs.

Each recipient should make sure that he or she is familiar with all conditions of the Tuition Assistance Program. Information about such conditions may be obtained at the Military Education Center or Navy Campus office.

The Air Force, Army, Marines, and Navy have tuition assistance programs. A student attending classes at Central Texas College should complete the appropriate service form and deliver it to the appropriate Education Center or Navy Campus office. The signature of the student's unit commander (or authorized representative) and the approving signature of the appropriate Education Center or Navy Campus representative is required.

Department of Defense Civilian Tuition Assistance

The applicant is responsible for securing tuition assistance from the employer. Forms and procedures for requesting tuition assistance vary with each branch of service. Please consult the local ESO, NCR, or Civilian Personnel Office.

One copy of the approved Tuition Assistance form must be provided to Central Texas College when you register.

Academic Policies

Academic Load

Students are responsible for determining the academic load they can successfully manage each term. Typical course loads, based on eight-week terms, are as follows:

Half time	3 semester hours per term
Three quarter time	5 semester hours per term
Full time	6 semester hours per term

- For instructional periods other than eight weeks, consult with the Central Texas College representative.
- Final determination of academic load for purposes of VA benefits payments is the decision of the Department of Veteran Affairs, not the institution. Questions about VA payments must be sent by the student directly to the VA Office serving the student's campus.

Working students and students who may have difficulty with college-level courses are encouraged to consult with Central Texas College personnel or the Education Center or Navy Campus counselors for advice on the number of hours that should be taken.

Attendance Policy

Class Attendance

You are required to attend all classes in which you have enrolled. Attendance should be regular and on time.

You are required to notify instructors in advance of any absence to retain the privilege of submitting make-up work without grade penalty. You are responsible for completing all assignments missed during absences.

Absences

The following specific rules apply to absences:

- A class meeting of 50 minutes equals one absence.
- Instructors are required to keep attendance records beginning the first scheduled day of class.
- An administrative withdrawal may be initiated when the student fails to meet Central Texas College attendance requirements. The course will be noted as "FN" on the roll and record book, with a final grade of "F" on the transcript.
- As a matter of policy, Central Texas College instructors are the only individuals who can authorize excused absences. Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.

Excessive Absences

Absence from classes for any reason must not exceed Central Texas College standards. In general, you may be administratively withdrawn from any class with the grade of "F" when your unexcused absences reach a total equal to 12.5% of the hours for the course. For example, an eight-week, 48-hour class normally meets for 180 minutes each session for 16 sessions. If you have two unexcused absences while taking this class, you will be subject to Administrative Withdrawal since the total unexcused absences (360 minutes) equals 12.5% of class hours for the course. If you attend a 96-hour class, you are subject to Administrative Withdrawal after you have 12 hours of unexcused absences.

Official Withdrawal Policy

If you desire to, or must, withdraw from a course after the first scheduled class meeting, you must file an Application for Withdrawal with the instructor. Additionally, you must file with the Education Services Officer or Navy Campus Representative. Applications for Withdrawal or an Application for Refund will not be accepted after the close of business on the last working day before the last week of class. For more information, see the explanation of refunds in the section on Tuition and Fees.

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, if you withdraw. For specific repayment requirements, contact the office administering the aid, assistance or benefit. Military tuition assistance students should go to the Military Education Center or Navy Campus office. If you are administratively withdrawn from class(es) without officially withdrawing, you will receive an "F" grade and are ineligible for refunds. You may not withdraw from a class for which the instructor has previously issued a grade of "F" for non-attendance.

Emergency withdrawal will be considered when documentary evidence is presented. For more information, see the section in this Catalog on Refunds.

Student Classification

Freshman thirty semester hours or less of college-level credit recorded on your permanent record.

Sophomore thirty-one semester hours or more of college-level credit recorded on your permanent record.

Resident Credit

You may earn an Associate Degree entirely through study at campuses outside the state of Texas or in combination with study at the Texas campuses. At least 25% of degree requirements must be earned through formal study at Central Texas College, regardless of campus location. Courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit.

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 Central Texas College are transferable to other institutions in accordance with policies of the receiving institutions. If you plan to transfer to other institutions for degree completion or to pursue a more advanced degree, consult with officials of the receiving school for degree requirements and transfer policy.

Maximum Hours for Transfer to Other Colleges

As a general rule, senior colleges will accept a maximum of 66 semester hours of transfer credit from junior colleges. If you plan to transfer, do not take more than this number of hours unless you have written permission from the chosen senior college.

How to Choose Courses

Common Course Numbers

Central Texas College has adopted the Texas Common Course Numbering Systems (TCCNS).

The courses with common numbers in this Catalog Supplement have the course prefix and course number as shown below:

HIST 1301 History of the United States to 1877 3-0-3

Taking a Course Out of Sequence

If you find it necessary to take an advanced course before completing the prerequisite course, secure approval from the appropriate Central Texas College representative prior to registering for the course. Failure to obtain approval could result in loss of credit toward the degree. The final responsibility for taking advanced courses without completing the required prerequisite rests with the student.

Grading Policy

Reporting

Grades are assigned by faculty members based on class and laboratory performance, test scores, and other departmental academic requirements. You are encouraged to become familiar with each instructor's class syllabus and requirements for grades. Grades are reported by two methods:

- Grade reports are provided by faculty members at the end of each course. This method of reporting grades permits you to judge your performance at the end of each course; and
- Transcripts are provided by the Student Services Office and are the official report of completed courses, grades, and credit awarded by Central Texas College.

Grading System

The grading system at Central Texas College is as follows (see Grade Designations for more information):

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing, but Unsatisfactory	1
F	Failure	0
I	Incomplete	0
N	No Credit	0
P	Completed	0
W	Withdrawal	0
XN	Nonattendance	0
FN	Nonattendance	0
Y	Incomplete	0

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 in Arts, Science, or Applied Science degree programs.

“F”

Failure or “F” may be assigned for lack of academic progress or failure to attend. “F” grades may not be overridden with “W” or “I” grades. Students who elect to repeat a course for which they have received an “F” must re-register, pay full tuition and fees, and repeat the entire course.

“I”-Incomplete

An incomplete grade may be given in those cases where a student has completed the majority of the coursework, but because of personal illness, death in the immediate family, or military orders, is unable to complete all the requirements for a course. Instructors may require notice of absence with supporting documentation. You are requested to notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade.

In assigning the grade of “I,” the instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 90 days after the scheduled end of the class. It is your responsibility to arrange with the instructor for the assignment of work necessary to complete the course and change the “I” grade within the time specified. An “I” grade cannot be replaced by the grade of “W.” If you elect to repeat the course, you must register, pay full tuition and fees, and repeat the entire course.



In calculating the grade point average for graduation or other purposes, the “I” grade is calculated as an “F”. Students must complete course requirements to replace the “I” within the period specified.

“N”-No Credit

The grade of “N” is reserved for use with developmental and designated non-traditional 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 the usual tuition and fees for the course.

“P”-Completed

The grade of “P” is reserved for use with developmental and designated non-traditional 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.

“X”-Non-Attendance

The grade of “X” is reserved for use with developmental and designated non-traditional modular courses and will be assigned to students who have failed to make satisfactory progress because of 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 before they may be considered for withdrawal.

“Y”-Incomplete

The grade of “Y” is reserved for students receiving “incomplete” in developmental courses only.

Grade Point Averaging

A student’s grade point average is calculated by dividing the total grade points by the total attempted semester hours. Grades of “W,” “N,” “P,” “X” and “Y” are not included in these calculations. Grades from developmental courses are not calculated.

Grades and Financial Aid

If you are attending college with military tuition assistance, financial aid, or VA benefits, be familiar with the requirements and possible obligations incurred, particularly upon receiving a grade of “F,” “I,” “W,” “N,” “X,” or “Y.”

Change of Grades

Students who believe that a computational error occurred in grading must immediately contact the instructor of the course in question. Students must bring this matter to the attention of the instructor involved no later than 90 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 a student repeats a course in which a passing grade has already been earned, although both grades remain on the transcript. When repeating a course, only the last grade earned is utilized in computing the grade point average. Other colleges may compute the GPA in a manner different from Central Texas College. Honors designation at graduation considers all grades, including repeated courses. A student who repeats a course should notify the Records Office for re-computation of cumulative grade point average.

Student Responsibility to Know GPA

You are expected to be aware of your grade point average. The method of calculation of grade point average is explained above. 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 at Central Texas College 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 cause of unsatisfactory work and receive recommendations for improving grades in subsequent classes.

Honor Roll

Students completing 12 or more semester hours of college level credit during two consecutive eight-week terms with a grade point average of 3.5 or higher receive Honor Roll status. This recognition will be listed on the student transcript.

Graduation Grade Requirements

To graduate from CTC, you must have an overall grade point average (GPA) of 2.0, to include a minimum 2.0 GPA with Central Texas College. Associate degrees in Arts, Science, or Applied Science require a “C” for each course in the major. Graduation GPA includes all Central Texas College grades and grades in transfer courses accepted toward the degree. Students at Central Texas College must achieve a 2.0 cumulative GPA to maintain satisfactory progress toward graduation.

Probation and Suspension Policies

Probation

Students who fail to maintain a 2.0 cumulative grade point average after the first five semester hours will be placed on academic probation during the next term in which they register. Students who fail to achieve a 2.0 grade point average during any term after the first five semester hours will be placed on academic probation if their cumulative grade point average is not 2.0 or above. Academic probation will be removed for students who achieve a 2.0 or better grade point average during their term of probation, and whose cumulative grade point average is 2.0 or better. Students who fail to achieve a 2.0 grade point average during their semester of probation will be placed on suspension and cannot register for classes until completion of requirements for returning to class, which are listed below.

Suspension

Suspension will also be imposed for those students who fail to achieve a 2.0 grade point average during any term (except upon completion of the first seven semester hours, at which time probation will be imposed) if their cumulative grade point average was below 2.0 prior to that semester.

Students on suspension who achieve a 2.0 or better grade point average during their term of suspension, and whose cumulative grade point average is 2.0 or higher, will be removed from suspension. Students on suspension who achieve a 2.0 or better grade point average during their term of suspension, but whose cumulative grade point average is below 2.0, will be placed on probation. Students on suspension who fail to achieve a 2.0 grade point average during their term of suspension will remain on suspension.

A student suspended for the first time may petition Central Texas College to re-enter the next semester. For a student who receives a second suspension, the mandatory suspension period is one 16-week semester or two eight-week terms. A third suspension requires the student to remain suspended from Central Texas College for two consecutive 16-week semesters or four eight-week terms.



Suspension/probation students who receive financial aid or VA benefits are reported to the Office of Financial Assistance or to the Veterans Administration, and must meet financial aid or VA requirements prior to the reinstatement of their financial aid or VA benefits.

Returning to Class

Students on probation must sign a probation agreement and receive re-entry advisement. Students attending Central Texas College who have been suspended may be permitted to re-enter CTC on an individual petition basis. Students granted immediate re-entry must:

- Receive advisement and be recommended, in writing, by the ESO or NCR for return to classes; and
- Complete a re-entry petition agreement and send it with the ESO or NCR recommendation to the Central Texas College Dean.

Students who have been suspended once may be re-admitted under petition and must meet the required academic standards while on petition re-entry status. Re-entry petitions will be provided to each student at the time of suspension notification.

Classroom Visitors

Permission to visit a class may be granted by the local Area Coordinator, Dean or Site Director. 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 considered auditing on a full-time basis. Since permission will not be granted to allow small children in class, parents must make arrangements for care of their children during class meetings. Central Texas College policy does not permit a student to audit courses.

Student Responsibilities

Address Changes

All correspondence from Central Texas College to the student will be to the address provided on the Application for Admission. Any address changes must be made in writing to the Student Services Office. Students are responsible for all communication mailed to the last address on file. The student's academic file will be maintained in the Pacific Far East Campus for five years after last attendance unless an address change is sent to the Student Services Office.

Name Changes

An individual must provide his or her legal name on the Application for Admission because this is the name that will appear on his or her official student record. To change a legal name to a new legal name, the student must submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, the student must 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 name. Submit name change documents and affidavits to the C&I Records Office, Killeen, Texas.

Records Access

In compliance with the Family Educational Rights and Privacy Act of 1974, 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, prior to the 4th class day of each term. This statement of non-disclosure will be retained for one year after submission. Release of additional information pertaining to the student record must be authorized in writing by the student.

Falsification of Records

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

Scholastic Honesty

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

- Plagiarism** Taking of passages from the writing of others without giving proper credit to the sources.
- Collusion** (a) Using another's work as one's own or (b) 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.

Drug and Alcohol Abuse

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

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Central Texas College owned facility or at any CTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Central Texas College.

Central Texas College is committed to providing comprehensive drug education and prevention programs as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center on the Central Campus to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs which will assist in activities to prevent alcohol and substance abuse. Information relating to drug and alcohol abuse at Central Texas College locations outside of Texas will be provided at individual campus sites.

Those individuals seeking further information should contact the Substance Abuse Resource Center or the Central Texas College site representative.

Alcohol and Illegal Substances

Students are not to use intoxicating beverages, narcotics, or any illegal drugs in a Central Texas College classroom. Any student in a Central Texas College classroom or administrative office who is under the influence of or in possession of any of these items will be subject to disciplinary dismissal from CTC. Anyone using, distributing, or possessing illegal drugs or aiding those involved in such activities will be subject to immediate expulsion from Central Texas College.

Class Behavior

Generally, students attending Central Texas College are in class for intense personal and professional reasons. To facilitate instruction and learning, students are expected to maintain a mature, earnest and interested attitude in the classroom. Central Texas College will not tolerate student behavior that disrupts the class or that attempts to discredit the instructor, the course material or other students. Students who seek to disrupt classes or discredit the course or other students will be asked to cease such disruptions. If the student fails to do so, the student will be dropped from the class with a grade of "F."

Student Discipline

For those few students who fail to understand and accept their role in an educational institution, Central Texas College has prescribed procedures for counseling and disciplinary action which are designed to help the students in every way possible. In essence, the disciplinary procedures are a part of the learning process for students, and students will be suspended or expelled from Central Texas College only if they fail to respond positively to disciplinary procedures.

Disciplinary action may be an oral or written reprimand, disciplinary probation, suspension, or expulsion from Central Texas College. Students on disciplinary probation may receive no honors from Central Texas College. The probation status is permanent unless the student has earned the privilege of being released from disciplinary probation.

Further information concerning disciplinary procedures may be requested from Central Texas College personnel.

ertificate and Degree Requirements

Degrees Offered

Central Texas College confers the Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in General Studies degrees upon students who have successfully completed all the minimum and specific requirements for graduation. The minimum requirements for each degree are listed below. To earn a degree, students must also complete the specific degree requirements in the curriculum plan for their major field of study as shown in the programs of study. Except for the Associate in General Studies degree, students may not use the minimum requirements listed below to “tailor” their own degrees. It is the student’s responsibility to apply for the degree. Each degree candidate must earn a minimum of 25% of coursework in traditional study at Central Texas College. Students on financial or academic hold are not eligible for graduation.

A person may initially be awarded one degree from Central Texas College. Students wishing to be awarded a second degree must satisfy all requirements for the second degree, including at least 12 additional semester hours of traditional courses in residence at Central Texas College. These requirements are in addition to those requirements already completed for the award of the first degree. The Associate in General Studies Degree may not be awarded more than once to any one student.

Certificates of Completion

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency requirements are 25%. GPA requirements are the same as degree programs.


Transferability of Courses

Consult the catalog of the institution to which they may transfer for detailed information concerning course transfer. This Catalog Supplement should be used by the student as the basis for course planning. Courses taken in Developmental Studies may not satisfy degree requirements at receiving institutions.

Associate In Applied Science Degree

Students must complete the specific degree requirements in the degree plan for their major field as shown in the program of study. The degrees consist of a minimum of 64 semester hours and will include:

- Communications to include:
 - ENGL 1301 (Composition and Rhetoric I) and three semester hours of oral communications, or
 - ENGL 1312 (Communication Skills);
- Three semester hours of humanities or fine arts (see page 26);
- Three semester hours of mathematics, MATH 1314 (College Algebra) or higher.
- Three semester hours of social or behavioral science (see page 26);
- Three semester hours of computer instruction (see page 26);
- A minimum of 36 semester hours of technical courses in the major or a closely related field;
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
- All required courses in the major as listed in the CTC Catalog;
- Satisfy:
 - A minimum overall grade point average of 2.0 (“C” average),
 - A minimum of “C” on each course in the major,
 - A minimum of 2.0 (“C”) with Central Texas College;
- Meeting all other Central Texas College and departmental requirements.

 Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed.

Developmental Studies may not be used to satisfy degree requirements (for example, residency) and cannot be counted in the Grade Point Average at Central Texas College.

Associate In General Studies Degree

Coordinate with the senior college to which you intend to transfer to ensure that the courses you take at Central Texas College will fulfill graduation requirements there. To receive an Associate in General Studies degree, complete a minimum of 64 semester hours that must include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312;
- Three semester hours of humanities or fine arts (see page 28);
- Three semester hours of mathematics, MATH 1314 or higher
- HIST 1301 and 1302;
- GOVT 2301 and 2302;
- Three semester hours of computer instruction (see page 28);
- Two semester hours of physical education from activity courses;
- If the major is Commercial Art, all required courses in the major as listed in the CTC Catalog must be completed;
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System;
- A minimum overall grade point average of 2.0 ("C" average) to include a minimum 2.0 on all courses taken with CTC;
- Meeting all other Central Texas College and departmental requirements; and
- Students in Alaska must complete a minimum of four semester hours of a laboratory science.

In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor's degree differ from those listed above, changes can be made in the Associate in General Studies degree requirements when approved by the appropriate Central Texas College official.

Graduation

Application for Certificate or Degree

Central Texas College awards certificates and degrees each year in May, August, and December. A request for certificate or degree must be accompanied by the appropriate non-refundable fees and must be submitted to the Pacific Far East Campus Student Services Department by the following dates:

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

All Central Texas College entrance and course requirements must be completed prior to certificate or degree award. A request for certificate or degree received from a student who has not completed course requirements and who is not enrolled in the remaining courses by the date specified above will not be processed. Official transcripts and/or GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office by the graduation date.

Students applying for graduation will be processed in the next available degree order time frame. No student will be denied a graduation application. The graduation date on the certificate or degree must conform with the dates listed above. A student applying for graduation who does not complete degree requirements on or about the graduation date will be declared a non-graduate and will not be eligible for graduation fee reimbursement. A student declared a non-graduate must refile for graduation and pay an additional graduation processing fee.

Semester Hour Certificates of Award

Since the duties of military personnel and many other students normally prohibit them from achieving full-time student status, CTC provides indicators of progress toward the Associate Degree in the form of certificates. The student may file for a Certificate of Award after both 15 and 30 semester hours have been completed. The certificate indicates skills obtained by the student through courses as outlined in the program chosen by the student.

The student is eligible to receive the 15 hour Certificate of Award upon completion of 15 semester hours of credit in one program area. (Nine of these hours must be taken with Central Texas College by traditional classroom methods including video study and distance learning.) An additional 15 semester hours of credit in the same program area of study will qualify the student for the 30-hour Certificate of Award. To receive the certificate, the student must have a minimum 2.0 GPA.

Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained. An appropriate fee is required.

Commencement

Central Texas College will hold a graduation exercise annually. Degrees and certificates will be awarded three times a year for students who by virtue of military duties or other valid reasons are unable to attend the annual graduation exercise. Students graduating at any time during the year may participate in the annual graduation ceremonies. Students are responsible for notifying the campus or site headquarters if they plan to participate.

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 college-level courses taken at Central Texas College as well as courses transferred from other regionally accredited institutions of higher learning are included. A repeated course will not clear the graduate for honors; however, the GPA will reflect only the repeated course in the final GPA.
- In any graduating class, the student(s) with the highest grade point average and who meets 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 honors, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College.