

TEXAS SOUTHMOST COLLEGE

2024 - 2025

CATALOG



TEXAS SOUTHMOST
COLLEGE

tsc.edu

HIGH-QUALITY
**HIGHER
EDUCATION**
for everyone

Table of Contents

Disclaimer	8
Accreditation	8
Contact Information	8
Affiliations	9
President’s Welcome	10
Board of Trustees	11
Texas Southmost College History	14
Texas Southmost College Strategic Plan	16
Mission Statement.....	16
Vision Statement.....	16
Role and Scope.....	16
Values.....	16
Strategic Goals.....	17
Strategic Priorities.....	17
Executive Administration	18
Notice to Students	19
Statement of Equal Opportunity	19
Rights of Individuals with Disabilities.....	19
Statement on Alcoholic Beverages, Tobacco, and other Substances	19
Statement on Firearms.....	19
Sexual Harassment Policy	20
Smoke and Tobacco Free Environment.....	20
Religious Holy Days.....	20
Students Subject to Additional Tuition and Fees.....	20
Records and the Annual Family Educational Rights and Privacy Act (FERPA) Notification to Students.....	20
Notification of Death	21
Student Right to Know-Graduation Statistics.....	22
Student Right to Know-Crime Statistics.....	22
The American Opportunity Tax Credit.....	22
Lifetime Learning Credit	22

Selective Service	22
Solomon Amendment.....	22
General Regulations	23
Administrative Withdrawal	23
Change of Address.....	23
Official Communications	23
Use of Legal Name.....	23
Use of Student ID Number	23
Discrimination Complaints.....	23
Student Rights and Responsibilities	24
Student Code of Conduct.....	24
Academic Calendar.....	25
Admission.....	28
General Admission Requirements	28
Admissions Classifications.....	28
Enrollment Procedures	30
Residency.....	30
Assessment and Placement Testing.....	31
Approved Exemptions and Waivers	31
TSI Placement Guide 2023-2024.....	33
Academic Fresh Start	36
Advising	36
Transfer Credit.....	36
Statement of Principles on the Acceptance of Credit During an Emergency	37
Transfer Transcript Evaluation	38
Military Transfer.....	38
Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions	38
Transfer Dispute Resolution	38
Transcript Request.....	39
External Standardized Examinations	39
Tuition and Fees	41
Payment Information	41

Installment Payment Plan	41
How Does an Installment Payment Plan Work?	42
Financial Hold	42
Financial Aid	42
Free Application for Federal Student Aid (FAFSA)	43
Applying for Financial Aid	43
Deadlines for Filing the FAFSA	43
Eligibility Requirements for Student Financial Aid	44
Calculating Financial Need	44
Verification	44
Notification of Financial Aid Awards	45
Receiving Financial Aid Funds	46
Satisfactory Academic Progress (SAP)	46
Good Standing	46
Warning Status	47
Financial Aid Suspension	47
Appeal Process	47
Spring and Summer Transfer Students	47
Concurrent Enrollment and Financial Aid Eligibility	47
Enrollment Status by Session	47
Return of Title IV	48
Official Withdrawals	49
Unofficial Withdrawals/Failure to Earn a Passing Grade	49
Students Who Never Attend Class	49
Refund Policies	50
Order of Return of Funds.....	50
Post-Withdrawal Disbursements	51
Financial Consequences of Withdrawing	51
State and Federal Grants	51

Student Loan Programs	52
Disbursement of Loan Funds.....	53
Federal Direct PLUS Loans Program	53
Consolidation Loan Program	53
Federal and State Work-Study Program.....	53
Registration	53
Course Numbering System.....	53
Prerequisite and Corequisite Courses.....	54
Semester Course Load.....	54
Workforce Training and Continuing Education	54
Admissions to and Enrollment in WTCE Programs	55
Attendance, Drops and Grades in WTCE Programs	55
Adds, Drops, and Withdrawals	55
Adds	56
Drops and Withdrawals	56
Refund Schedule for Withdrawn or Dropped Courses.....	57
College-Initiated Drops.....	57
Three-Peat (Third-Attempt) Enrollment Ruling	58
Developmental Education Enrollment Ruling (18-Hour Rule).....	58
Six Course Drop Ruling.....	58
Official Withdrawals	59
Withdrawal for Military Service.....	59
Reinstatement to Class.....	60
College Preparatory Courses (Developmental Education)	60
Holistic Advising.....	60
English for Speakers of Other Languages (ESOL)	60
Accelerated Programs.....	60
Freshmen Seminar Course	61
Dual Credit Programs	61
Dual Enrollment.....	61
Early College High School	61

Pathways in Technology Early College High School.....	62
Off-Campus Instructional Sites.....	62
Student Services	62
Student Handbook	62
Advising Center.....	62
Testing Center	63
Transfer Planning.....	63
Career Planning	64
Job Readiness.....	64
Counseling Services	64
Accessibility Services	64
Student Activities	65
Veterans' Success Center.....	65
U.S. Department of Veterans Affairs Education Benefit Programs	66
Texas Hazlewood Act Exemption.....	66
Library	67
New Student Orientation	67
Centers for Academic Excellence.....	67
Centers for Academic Excellence Computer Centers	68
Student Identification	68
User ID and Password.....	68
Identification Card (Photo ID).....	68
Public Safety.....	68
Campus Parking Regulations.....	68
Safety	68
Lost and Found.....	68
Emergency Alert Notification.....	68
Campus Closures	69
TSC Online	69
TSC Digital College.....	69

Educational Technology and Online Learning (ETOL).....	69
Distance Education.....	69
Online Courses.....	69
Blended Courses	69
Canvas Learning Management System	70
Academic Standards.....	71
Attendance	71
Final Exams	71
Grading System	71
Awarding Credit	72
Incomplete Grades.....	72
Grade Changes	72
Grade Point Average (GPA).....	72
Repetition of Courses	73
Academic Freedom for Students.....	73
Academic Standing and Probation	73
Good Standing	73
Academic Probation.....	73
Academic Dismissal (First or Second Academic Dismissal).....	74
Academic Achievement.....	74
Honors in Graduation	74
Graduation	75
Commencement Exercises	75
Awarding Degrees.....	75
Reverse Transfer Degree	75
Graduation under the University of Texas at Brownsville/Texas Southmost College (UTB/TSC) Partnership	75
Course Substitutions	75
Degree/Certificate Requirements.....	76
Catalog Requirements	76


Guarantee for Job Competency for Professional/Technical/Workplace Students.....	76
Degree and Certificate Program Information.....	77
Program of Study.....	77
Academic Transfer Programs	77
Academic Non-transfer Programs	78
Transfer to a College/University	78
Transfer of Credit, Core Curriculum and Field of Study Curricula Rules and Regulations.....	79
Core Curriculum.....	81
Field of Study Curricula	84
Degrees and Certificates Offered at TSC.....	84
Associate of Arts	85
Associate of Arts in Teaching	85
Associate of Science.....	86
Associate of Applied Sciences	86
Certificate of Completion	87
Certificate – Level One	87
Certificate – Level Two.....	87

Disclaimer

This catalog contains policies, regulations, procedures, and general course content effective at the time of publication. Texas Southmost College (TSC) reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Changes will become effective whenever enacted by the TSC administration and will apply to prospective students and those already enrolled.

This Catalog and the Student Handbook are the primary resources available to students that define the responsibilities of the college and student; each student is responsible for knowing TSC's rules, regulations, requirements, and academic policies. Both publications are available digitally on the TSC website or in hard copy at the Office of Admissions and Records.

Accreditation

 The logo is circular with a gold border. Inside the border, the text "SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS" is written at the top and "COMMISSION ON COLLEGES" at the bottom. In the center, there is a stylized flame or torch icon. Below the icon, the words "ACCREDITED INSTITUTION" are written.	<p>Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates and associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about TSC's accreditation may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or using information available on SACSCOC's website (www.sacscoc.org).</p>
---	---

Contact Information

Texas Southmost College
80 Fort Brown, Brownsville, Texas 78520
(956) 295-3600
www.tsc.edu

Affiliations

National/International

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Community Colleges (AACC)
- American Student Government Association (ASGA)
- Association for the Assessment of Learning in Higher Education (AALHE)
- Association for Conflict Resolution (ACR)
- Association of Community College Trustees (ACCT)
- Association for Student Conduct Administration (ASCA)
- Association for the Promotion of Campus Activities (APCA)
- Association of Title IX Administrators (ATIXA)
- Hispanic Association of Colleges and Universities (HACU)
- League for Innovation
- Learning Resource Network (LERN)
- National Association for Campus Activities (NACA)
- National Association of Colleges and Employers (NACE)
- National Alliance of Concurrent Enrollment Partners (NACEP)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Behavioral Intervention Team Association (NaBITA)
- National Center for Higher Education Risk Management (NCHERM)
- National Community College Hispanic Council (NCCHC)
- National Council for Continuing Education and Training (NCCET)
- National Hispanic Professionals Organization (NHPO)
- National Institute for Staff and Organizational Development (NISOD)
- National Intramural-Recreational Sports Association (NIRSA)
- National Junior College Athletic Association (NJCAA)
- National Wellness Institute North American Association of Commencement Officers (NAACO)
- Western Association of Veterans Education Specialists (WAVES)

State/Regional

- LEAP Texas
- Placement Association of Texas (PAT)
- Southern Association for Colleges and Employers (SoACE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Southern Association of Colleges with Associate Degrees (SACAD)
- Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of Community Colleges (TACC)
- Texas Association of Collegiate Veterans Program Officials (TACVPO)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Community College Teachers Association (TCCTA)

Local

- Brownsville Chamber of Commerce
- Greater Brownsville Incentives Corporation (GBIC)
- Harlingen Chamber of Commerce
- Los Fresnos Chamber of Commerce
- Port Isabel Chamber of Commerce
- San Benito Chamber of Commerce
- San Benito Economic Development Corporation (SBEDC)
- South Padre Island Chamber of Commerce
- Workforce Solutions Cameron

President's Welcome

On behalf of the Texas Southmost College Board of Trustees, our faculty, and staff, I welcome you to Texas Southmost College. As the oldest institution of higher education in the Rio Grande Valley—now approaching 100 years of service—and the first accredited community college in Texas by SACSCOC, you can be sure you are receiving a high-quality education. In addition, Texas Southmost College is the most affordable institution of higher education in the entire Rio Grande Valley, saving families thousands of dollars in tuition and fees.

There is another important way Texas Southmost College helps families save money – by providing the academic and support services that keep students on track towards graduating and completing their degrees and certificates on time. In fact, the three-year graduation rate at Texas Southmost College now surpasses the state average by 7.6%. Courses are delivered in-person, online, and hybrid during the day, evenings, and weekends to provide maximum flexibility for students' schedules.

Students can choose to earn a degree or certificate from the 54 academic programs and nine Workforce Training programs offered at Texas Southmost College. Our goal is to meet the educational needs of the entire family, including:

- traditional college students seeking to complete an associate's degree, take their basics, or earn transfer credit;
- non-traditional college students seeking a flexible schedule to achieve their goal of earning a college education;
- high school dual enrollment students, saving families more than \$40 million in college tuition since 2017;
- middle and high school students through academic and athletic summer camps;
- our littlest Scorpions at the Raul G. Guerra Early Childhood Center, located right on campus, and
- job seekers enrolled in short-term or customized workforce training programs leading directly to careers.

Texas Southmost College's beautiful and historic campus provides you with a unique college experience in an environment that is welcoming and provides a sense of belonging for all.

I encourage you to participate in the college's vibrant student life to ensure you get the most out of your experience. Texas Southmost College provides you with the ideal collegiate environment to meet new people, develop life-long relationships, gain new experiences, and access the support services that will help you succeed.

Our entire college community has one goal: ***Your Success!***

Faculty and staff are here to support you in reaching your academic, personal, and career goals, and we encourage you to take some time to get to know them.

Once again, welcome, and I look forward to seeing you at events like Welcome Week, Pizza with the President, NJCAA Scorpion soccer games, cultural events, and, ultimately, as you cross the stage at commencement.

Always Scorpion Strong!

Dr. Jesús Roberto Rodríguez
President

Board of Trustees



Adela Garza – Chair

Elected to Board: 2008, 2014, 2020

Term Expires: 2026

At-Large-Position: Place 1

Adela G. Garza was elected to the TSC Board of Trustees in June 2008, re-elected in June 2014, and elected Chair of the board in 2017. She grew up in Laredo, TX and later moved with her husband to the Lower Rio Grande Valley, where they raised their family and became successful entrepreneurs. She was co-owner of Tino's Prescription Shop and vice president of Tiadel Corp.

A lifelong advocate for education, Mrs. Garza leads by example, attending TSC in the 1980s as a non-traditional student and earning a Bachelor of Science degree from The University of Texas-Pan American in 1987. Her professional career also includes six years as a senior education consultant for Wasatch Education Systems.

Aside from being an entrepreneur, dedicated mother, and grandmother, she is an active member of her community, giving of her time, talent, and resources to causes such as education, family health, and wellness. She served as a board member for the Olmito Irrigation District No. 20 and the Los Fresnos Consolidated Independent School District board from 1999-2003, serving as board president from 2001-2003.

Mrs. Garza currently serves on the board of directors of the Alternative South Texas Educator Program (ASTEP) and the Building Committee for Lord of Divine Mercy Catholic Church. She and her beloved late husband of 41 years, Dr. Faustino "Tino" Garza, have four children and four grandchildren.



J.J. De Leon Jr., M.Ed. – Vice Chair

Elected to Board: 2018

Term Expires: 2024

At-Large-Position: Place 6

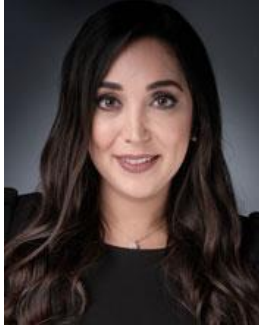
Juan Jose "J.J." De Leon Jr. was elected to the TSC Board of Trustees in June 2018 and was elected as Vice Chair in 2022. He is a Brownsville native and has been employed by the Brownsville Independent School District for 24 years. His experience at BISD over the years and his current role as Director of Support Programs for for State Compensatory Education have provided him with the skills, knowledge, and understanding of how to meet the community's

educational needs.

Mr. De Leon's passion for recruiting students to attend college began through his experience with AmeriCorps when he assisted in the financial aid initiation process for the 2008-2011 school years with UTB/TSC. His willingness to serve the community led him to initiate the first Winter Coat Drive through the State Compensatory Education Department, where he successfully acquired a collection of approximately 300 coats. Every year, he volunteers for the Walk for the Future, which assists students who drop out of school in returning to high school and earning a high school diploma.

Mr. De Leon holds a Master of Education from The University of Texas Rio Grande Valley at Brownsville, a Bachelor of Applied Arts and Sciences from The University of Texas at Brownsville, and an Associate of Applied Science from UTB/TSC.

He is one of six siblings and the caretaker of both his mother and father. Mr. De Leon believes in the significance of serving his community and takes that role seriously.



Alejandra Aldrete, M.Ed. – Secretary

Elected to Board: 2020
Term Expires: 2026
At-Large-Position: Place 2

Alejandra Aldrete was elected to the TSC Board of Trustees in November 2020, and was elected Board Secretary in 2022. She is an educational professional and entrepreneur with a passion for public service, serving as the Director of the Parent and Family Engagement department in the Brownsville Independent School District.

Born in Brownsville, Ms. Aldrete was raised on both sides of the border. She lived in Matamoros and attended private schools in Brownsville, graduating from St. Joseph Academy. Embracing the bicultural region of the Lower Rio Grande Valley, her multicultural lens serves the students of Texas Southmost College well. She is proud to fulfill her life's work in her hometown.

Ms. Aldrete is one of our own; she attended the University of Texas at Brownsville/Texas Southmost College partnership, earning a bachelor's degree of Science in Bilingual Education. She later earned a master's degree in Educational Leadership from Lamar University. She has spent her professional career as an educator in Brownsville, first as a teacher at El Jardin Elementary for eight years, then as Dean of Instruction at Skinner Elementary for five years, before assuming her current position.

Ms. Aldrete's entrepreneurial spirit first blossomed at the age of 16 when she launched a car rental business. Using one of her father's vehicles, she rented the car to her family and friends. This precocious start evolved into her successful business, Classic Auto Rent, proudly serving the Lower Rio Grande Valley community for the past eight years. In addition to her professional callings, Ms. Aldrete is a passionate advocate for animal welfare.



Tony Zavaleta, Ph.D. – Trustee

Elected to Board: 2016, 2022
Term Expires: 2028
At-Large-Position: Place 3

Dr. Tony Zavaleta grew up in Brownsville and is a member of one of the 13 founding families of northern Mexico. He is the nephew of Dr. Joe Zavaleta and Prax Orive, each of whom served on the TSC Board.

Dr. Zavaleta graduated from Saint Joseph Academy in 1964 and entered Texas Southmost College, graduating and transferring to The University of Texas at Austin in 1966, where he completed a Ph.D. in Anthropology in 1976. Moving back to Brownsville, Dr. Zavaleta began teaching sociology and anthropology at Texas Southmost College and at Pan American University at Brownsville. Dr. Zavaleta became the first Dean of the UTB/TSC College of Liberal Arts and also served as the Dean of the College of Mathematics and Science and Technology. He next served as Vice President for Partnership Affairs, where he coordinated all of the work between the TSC Board and UTB. Then, he became Vice President for External Affairs, which included government relations and all external programs such as Workforce Training and Continuing Education. Dr. Zavaleta served as Interim Provost, the chief operating officer of UTB/TSC, and then as the Associate Provost and Vice President for Academic Affairs. In 2011, he retired from the administration to return to teaching full-time. Dr. Zavaleta retired in May 2016 after 40 years of service.

Dr. Zavaleta is regarded as one of the top experts on the US-Mexico Border and frequently speaks throughout Mexico, and the U.S. He was appointed to two Federal commissions by Presidents Reagan and Obama, and served two terms on the Brownsville City Commission, followed by a term on the City of Brownsville Civil Service Commission.



Delia Sáenz - Trustee

Elected to Board: 2019, 2020, 2022

Term Expires: 2028

At-Large-Position: Place 4

Delia Sáenz was first appointed to the TSC Board of Trustees by unanimous vote to fill the vacant Place 4 on August 1, 2019. She was then elected to the board in 2020 and re-elected in 2022. She is a lifelong educator and active community member.

Mrs. Sáenz was born and raised in Brownsville, Texas and graduated from Brownsville High School in 1969. After receiving her Associate of Arts from TSC, she transferred to Texas A&I University, where she earned a Bachelor of Science in Education. In 1973, Mrs. Sáenz began her professional career as an elementary school teacher. She taught second through fifth grades in the Bilingual Education program, and taught reading classes to struggling students. Her career in education spanned 30 years before her retirement.

Mrs. Sáenz volunteers at Friends of the Library, a non-profit charitable group formed to support the Brownsville Public Library. She was a board member of Our Lady of Guadalupe Catholic Church, and is an active member of the Lord of Divine Mercy Catholic Church, where she has provided service as a member of the Counting Team, an Extraordinary Eucharist Minister, a Lector, and a member of the Building Committee. Mrs. Saenz is also a member of the Catholic Daughters of the Americas and serves as Chairwoman of the Circle of Love Committee. A dedicated wife of 48 years, Mrs. Sáenz is mother of two sons and a daughter, and is a proud grandmother.



Eva Alejandro – Trustee

Elected to Board: 2018,

Term Expires: 2024

At-Large-Position: Place 7

Eva Alejandro was born and raised in Pawnee, Texas, and attended Bee County College, a community college similar to Texas Southmost College. In 1971, she graduated from Texas Woman’s University in Denton and went on to teach at public schools in San Antonio. She later became an Education Coordinator for Head Start in Atascosa, Karnes, and Wilson Counties.

In 1974, Trustee Alejandro earned a master’s degree in Early Childhood Education from Stephen F. Austin State University in Nacogdoches and moved to Brownsville, where she was employed by the Brownsville Independent School District and taught at Cromack Elementary in the Southmost area.

Three years later, in 1977, she was hired by TSC to initiate the Child Care and Development program. She was responsible for developing, attaining, and enhancing the program, a successful endeavor that continues to train students. In 1979, she was hired by Pan American University-Brownsville to supervise student teachers. Alejandro became tenured and taught at UTB/TSC for the next 20 years..

After leaving UTB in 1998, she provided consulting services to many school districts in the state and monitored many Head Start programs nationwide. In 2002, Alejandro helped establish the Alternative-South Texas Educator program, a teacher certification program, and eventually become sole owner of the educational firm for the last 14 years.

Texas Southmost College History

Established in 1926 as the first institution of higher education in the Rio Grande Valley, today Texas Southmost College represents the region's boundless potential. Now approaching 100 years of service to our communities, the many achievements of the students, faculty, and staff are a testament to the dedicated work of the Board of Trustees, community supporters, and the entire Scorpion family.

Strong advocacy from local leaders led to the establishment of the Junior College of the Lower Rio Grande Valley, which began as an extension of the local independent school district in Brownsville, Texas. Classes launched in the fall of 1926 in the local high school building with an enrollment of 84 students and a roster of seven faculty. The following year, the school district issued bonds for the construction of a new building to house the high school and the junior college.



First accredited college

Three years after its establishment, the Board voted unanimously to apply for regional accreditation, and TSC became the first accredited community college in Texas. Maintaining accreditation for now almost 100 years affirms TSC students are receiving a high-quality, well-rounded education, and earning credits that can be transferred to any university in Texas.

A new name

While its commitment to providing a high-quality education remained constant, the college's name would evolve several times. In 1939, the college became known as Brownsville Junior College. A decade later, as the college district was becoming an independent entity from the school district, a renaming contest was held. Seferino Rodriguez, a student, won \$25 for submitting the winning name of Texas Southmost College.

A new location

At the same time the name of the college was changing, so was the location of the college. As was common in the early 1900s, the college was originally established as an extension of the school district. Early TSC students attended classes in the school district building on Palm Boulevard. When GIs returned home from World War II and enrollment began to grow, a new home was sought. After the federal government deactivated Fort Brown in 1944, the City of Brownsville, Brownsville Independent School District, the War Administration, and then-Congressman Lyndon B. Johnson negotiated the acquisition of the former Fort Brown military outpost as the new home of the college.

In the span of just a few years in the late 1940s, the college had a new name, a new home, and a separate taxing entity that would ensure its viability into the future.

Expansion to meet local demands

While originally established as an academic program institution, after World War II and throughout the 1950s, the college expanded vocational and occupational program offerings. TSC expanded educational opportunities for the communities it serves again in 1973, when the campus became home to a local four-year university extension program through Pan American University. A decade later, a new phase of construction was begun in 1986 when voters of the TSC taxing district approved a \$13 million bond issue to improve campus infrastructure, restore historic buildings, construct classroom buildings, and expand the library.

In 1991, Texas Southmost College entered into a 20-year partnership with the UT System. The campus continued its expansion with the construction of the Science and Engineering Technology Building, the Recreation, Education and Kinesiology Complex, the TSC Performing Arts Center as well as the purchase of the former Amigoland Mall.

In December 1995, The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approved the consolidation of UTB and TSC to form the new entity, the University of Texas at Brownsville and Texas Southmost College, with affirmation of reaccreditation following in December 2008.

A strengthened higher education ecosystem

2011 rang in a new era in the Lower Rio Grande Valley's higher education ecosystem. TSC Trustees made the courageous decision to vote for re-establishing Texas Southmost College as an independent comprehensive community college. They believed the community would benefit greatly from reclaiming the community college identity, providing students with the knowledge, skills and support needed to climb the economic ladder.

To relaunch TSC as an independent institution of higher education, the Trustees and administration needed to rapidly accomplish a wide array of tasks in a very short period of time. Some of these included passing state legislation, laying the foundation for accreditation, establishing institutional policies, and much more. The Trustees persevered because they had a clear vision for how the new TSC would positively impact the communities they serve. TSC became independently operational in fall 2013 and earned separate accreditation from SACSCOC in December 2015.

Texas Southmost College celebrated its 95th anniversary with a year-long celebration that began in October of 2021. In just a decade since the historic vote was made to re-establish itself as an independent comprehensive community college, TSC now serves approximately 9,000 students in 8 academic transfer programs, 40 workforce degree and certification programs, and 13 workforce training programs. The largest programs include general studies, criminal justice, business, social work, and education.

TSC has recently attained an impressive list of achievements:

- Lowered tuition twice since 2013 to become the most affordable institution of higher education in the entire Rio Grande Valley;
- Increased the 3-year graduation rate to surpass the Texas average by 7.6%;
- Increased the number of associate's degrees conferred by 76.1% since 2020;
- Lowered the tax rate twice since 2021, providing taxpayers with an excellent return on investment;
- Offered Dual Credit courses at no cost to students, saving families \$32 million in tuition and fees since 2017; and
- Supported the academic and workforce development programs by investing more than \$25 million in capital investments over the past five years.

For almost 100 years—through innovative technological advancements, rapid population growth, wartime, economic depressions and periods of economic boom—Texas Southmost College has been steadfast in meeting the evolving needs of the communities it serves, representing the surest pathway to continued prosperity.

Together, we are Scorpion Strong!

Texas Southmost College Strategic Plan

Mission Statement

Transforming our communities through innovative learning opportunities.

Vision Statement

Texas Southmost College will be a premier community college dedicated to student success.

Role and Scope

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate, along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.
- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty, and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

Values

To successfully fulfill the vision and mission, Texas Southmost College is consciously committed to:

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.
- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area school districts and universities to create accessible and affordable educational pathways for our students, faculty, and staff.
- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.
- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, promote understanding, and achieve the academic and workforce potential of students, faculty, and staff.
- Innovation by embracing emerging technologies to enhance and expand teaching, learning, and service opportunities for students, faculty, and staff.
- Success by empowering, engaging, and educating students, faculty, and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals.

Strategic Goals

In response to the region's challenges and to achieve the college's vision and mission, TSC identified five goals for the 2018-2023 Strategic Plan:

1. Foster Student Success
2. Lead Regional Workforce Development
3. Enrich the Student Experience
4. Enhance Community Connections
5. Invest in Each Other

Strategic Priorities

TSC's five goals focus on the following ten priorities:

1. Develop a tuition and fee structure to become the best value in the Rio Grande Valley.
2. Holistically address the social issues faced by students.
3. Strengthen and develop partnerships with businesses and industry.
4. Pursue embedded industry certifications and third-party program accreditations.
5. Enhance student engagement outside the classroom.
6. Maximize the use of learning technologies (e.g., Canvas).
7. Hold camps for middle and high school students.
8. Develop a focused professional development program for all employees.
9. Develop an onboarding program for new faculty and staff.
10. Undertake a process optimization effort across lines in the organization.

Executive Administration

Chief of Staff and Vice President of Institutional Advancement

Stella Garcia, Ph.D.
Gorgas A100
(956) 295-3394

Vice President of Information Technology

Luis Villarreal
Old Education Building 012
956-295-3802

Vice President of Student Services

David Plummer, Ph.D.
Lightner 100F
956-295-3738

Associate Vice President of Administrative Technology

René Villarreal
Old Education Building 007
956-295-3663

Associate Vice President of Student Services

Vanessa Vasquez
Oliveira Student Services Center
956-295-3605

Dean of Business, Engineering, Architecture, and Technology

VacantSETB 2.342
956-295-3568

Interim Dean of Humanities

Christopher Alves, Ph.D.
South Hall 246
956-295-3741

Vice President of Finance and Administration

Gisela Figueroa, Ph.D.
Champion Hall
956-295-3379

Interim Vice President of Instruction

Brian McCormack, Ph.D.
Gorgas Tower
956-295-3585

Vice President of External Relations and Workforce Development

Richard Mesquias, Jr.
ITECC E102
956-295-3679

Associate Vice President of Institutional Effectiveness and Educational Technologies

Oscar Hernandez
North 103D
956-295-3450

Associate Vice President of Workforce Training and Continuing Education

Angelica M. Fuentes, Ph.D.
ITECC D3A-125
956-295-3795

Dean of Health Professions

David Pearse, Ed.D.
ITECC E102
956-295-3753

Notice to Students

All questions concerning the following College policies should be addressed to the Associate Vice President of Student Services.

Statement of Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by TSC on the basis of race, color, sex, national origin, religion, gender, disability, age, or military status.

Rights of Individuals with Disabilities

TSC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It does not discriminate on the basis of a disability in the operation of its educational programs or its admission and employment practices. Special emphasis will continue to be placed on correcting conditions, which may inadvertently discriminate against any individual with a disability.

Statement on Alcoholic Beverages, Tobacco, and other Substances

TSC forbids the manufacture, possession, sale, use, or distribution of illegal drugs and alcoholic beverages on campus and at College sponsored events, whether they occur on or off campus. Students who are found in violation will face disciplinary action, up to and including dismissal from the College. Alcohol may be permitted at certain College-sponsored events with appropriate approval from College administration.

Statement on Firearms

In accordance with the Texas Penal Code, Section 46.03, no person may carry a firearm 1) on the physical premises of TSC, 2) on any grounds or building on which an activity sponsored by TSC is being conducted, or 3) in a passenger transportation vehicle of TSC, unless pursuant to written regulations or written authorization of the institution. Individuals found in violation will face appropriate law enforcement action/penalty as well as disciplinary action by TSC.

In accordance with Texas Government Code, section 411.0231 (Campus Carry), the TSC President has developed a policy regarding the locations a License to Carry holder may carry a properly concealed and secured handgun. Refer to the campus carry section of tsc.edu for clarification of this rule and the exclusion zones.

Firearms

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

Other Prohibited Weapons

The College District prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District sponsored or related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Violations

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See Policies DH, FM, and FMA].

Texas SB11 - Campus Carry

More information regarding SB11 Campus Carry, including Campus Carry Procedures and Exclusion Zones, is available on the TSC website under "Campus Security & Parking."

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at TSC will not be tolerated and individuals engaging in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal from the College. This policy shall be applied without regard to the gender of the employee involved.

Smoke and Tobacco Free Environment

TSC, including all its facilities and grounds, is a smoke and tobacco free environment. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of TSC and on all property that is owned, leased, rented, or otherwise under the control of TSC. Law enforcement officers will issue a citation to those in violation of the policy and repeated violations may result in appropriate disciplinary action by TSC.

Religious Holy Days

In compliance with Texas Education Code, Section 51.911, TSC allows a student who is absent from class for the observance of a religious holy day to make up the class work, including examinations, for that day within a reasonable time after the absence.

Students Subject to Additional Tuition and Fees

TSC is required by law to inform students that charges may be instituted by TSC and/or may be incurred when attending other Texas colleges and universities.

Additional Charges for Students Who Exceed 18 Developmental Semester Credit Hours

TSC will charge a higher tuition rate to students registering for college preparatory (developmental education) courses who have accumulated at least 18 hours of credit in developmental education courses or 27 hours of credit in ESOL developmental education courses.

Three-Peat (Third-Attempt) Enrollment Ruling

TSC will charge a higher tuition rate to students registering the third or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third or subsequent attempt. Students should meet with a college enrollment coach to determine if they are retaking a course for the third time.

Records and the Annual Family Educational Rights and Privacy Act (FERPA) Notification to Students

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth the student's view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities, photography, and dates of attendance. However, schools must notify parents and eligible students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about the student. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Privacy of Academic Records for Students Enrolled in Distance Education Courses

TSC is committed to protecting the privacy of students' academic records, regardless of the mode of delivery of instruction. Accordingly, TSC extends the same FERPA protections to students in online classes as it does for students enrolled in traditional face-to-face instructional classrooms. Students should be aware that, unlike verbal exchanges in a traditional face-to-face classroom, their participation in an online environment is captured electronically, and a record of class participation is created. The privacy of these records, and students' right to review them, are legally protected under the provisions of FERPA.

Information on students' privacy rights under FERPA is available in the Student Handbook.

For additional information, individuals may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service at the U.S. Department of Education [Contact Us and General Inquiries](#) or contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Notification of Death

The rights of an individual established under FERPA expire upon death. TSC Office of the Admissions and Records exercises discretion in determining if, and under what conditions, information should be disclosed to survivors, executors, and/or third parties. Verification of an individual's death must be received before academic records will be released.

An applicant or individual who has been admitted and whose death occurs prior to the first day of class is not considered in attendance and has no applicable education records. Notification of death should be provided to the Office of Admissions and Records at 956-295-3615.

To provide notification of a former student's death, contact the Office of Admissions and Records at 956-295-3615. A death certificate, obituary, or applicable military records will be required in order to update the former student's record.

Student Right to Know-Graduation Statistics

Federal law requires that all institutions of higher education disclose graduation rates to students, applicants, and potential students. Graduation rates for TSC can be provided upon request to the Office of the Associate Vice President of Student Services.

Student Right to Know-Crime Statistics

The Clery Report is compiled in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. TSC prepares and distributes an Annual Security Report (ASR), which contains data, policy statements, and procedures as they pertain to safety and security. Data contained in this document pertains to the three previous calendar years. This report is completed in compliance with federal law and is mandated by the Department of Education. The Clery Report can be found at the TSC [Clery Report](#) web page. A printed version of this document can be acquired free of charge at the TSC Security Office.

The American Opportunity Tax Credit

Students may be eligible to claim an American Opportunity Tax Credit (AOC) against their federal income taxes. The AOC may be claimed for qualified education expenses paid for students enrolled at least half time in the first four years of postsecondary education when enrolled in a program leading to a degree, certificate, or other recognized educational credential. Eligible tuition and fees are determined by the IRS and will be offset by any grants, scholarships, or refunds received. More information is available on the [IRS](#) website.

Lifetime Learning Credit

Students may be eligible to claim a Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of students enrolled in eligible educational institutions. If a student is claiming the American Opportunity Tax Credit, none of that student's expenses for that year may be applied toward the Lifetime Learning Credit. More information is available on the [IRS](#) website.

Selective Service

Most males 18 through 25 years of age living in the United States must register with the Selective Service. Most non-citizens are also required to register, including illegal aliens, legal permanent residents, and refugees. If a male non-citizen takes up residence in the United States prior to his 26th birthday, he must register. Additional information can be found on the [U.S. Selective Service System](#) website.

Solomon Amendment

The Solomon Amendment allows military recruiters to request certain recruiting information from institutions about students. Such information is considered directory information under FERPA or data that would normally be collected by the institution. The 1995/1996 National Defense Authorization Act and the 1997 Omnibus Consolidated Appropriations Act gave branches of the military access to student information including student's name, address, telephone number, age or date of birth, class, and major. The Solomon Amendment requires institutions to cooperate and comply with requests from military recruiters for student information.

General Regulations

Administrative Withdrawal

The College reserves the right to withdraw a student from class if, in the judgment of the College officials, such withdrawal is in the best interest of the student or the student body at large.

Change of Address

Students who change their home address or mailing address are expected to notify the College of this change immediately using TSC Self-Service or by contacting the Office of Admissions and Records at admissions@tsc.edu. Documentation may be required.

Official Communications

A request that a student report to an administrative or faculty office may be made by letter, email or telephone. Failure to comply with such a request may result in disciplinary action. Students are responsible for monitoring their TSC email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards, TSC Self-Service, and/or the TSC website. Students are responsible for regularly checking the bulletin boards and web pages.

Use of Legal Name

Students are required to provide their full legal name to the College. Students' permanent records, including official transcripts, are required to identify students by their full legal name.

Use of Student ID Number

A student identification number is required to identify students' permanent records. The automated student information system assigns a random number, called the Student ID, to every student. The Student ID is used for all internal printed materials and provides additional protection of students' privacy. Students are urged to become familiar with their Student ID and to use it when communicating with College offices.

Students are requested to provide their Social Security Number to the College for maintenance of their student records. This number allows the College to meet federal and state reporting requirements, enables communication with financial aid providers and service agencies, allows reporting to IRS regarding eligibility for the American Opportunity Tax Credit and Lifetime Learning Credit, and substantially eases transfer of information between the College and other colleges and universities. Students who do not provide their Social Security Number risk loss of services and benefits and may encounter delays when transferring from or to other institutions. The College makes every effort to protect students' Social Security Numbers from inappropriate disclosure. Questions about College use of the Social Security Number should be forwarded to the Office of Admissions and Records.

Discrimination Complaints

The College does not discriminate on the basis of race, color, sex, national origin, religion, gender, disability, age, or military status in its programs and activities and provides equal access to services and other programs at the College.

Any student who believes that he or she has been discriminated against by the institution or its personnel may informally discuss the complaint with the Vice President of Development or designee with the objective of reaching a reasonable solution. The Vice President of Student Development or designee shall advise the student of his or her options in the situation and notify the Chief Human Resources Officer.

If the aggrieved student believes the complaint has not been resolved at the informal discussion, the student may submit a written complaint stating the name of the student, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 working days of the date of the informal discussion, to the Vice President of Student Development. The Vice President of Student Development shall ensure that the aggrieved student's rights

to appropriate due process procedures are honored. If a hearing is held, the Vice President of Student Development or designee shall conduct the hearing. If the final decision is not to the student's satisfaction, he or she may appeal the decision to the Vice President of Student Development within 10 working days of the receipt of the written decision.

Student Rights and Responsibilities

TSC encourages the intellectual, personal, social, and ethical development of members of the College community in an open and supportive environment that promotes honesty, integrity, and respect for the rights of all individuals. Students at TSC are encouraged to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. TSC assumes that each student has an earnest educational purpose and possesses a level of maturity necessary to assume obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions.

TSC recognizes that student success is a shared responsibility between the student and the College. Students attending TSC are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is the key to academic success. Regular and punctual attendance in class, laboratories, and experiential learning requirements is expected of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action.
3. Students attending TSC are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action.

In support of the rights of its students, TSC is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions, which they consider unjust or incorrect.
2. Ensuring that students are treated with fundamental fairness and personal dignity, includes an impartial process through which students may appeal disciplinary sanctions imposed by the College or through which they may file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding TSC's expectations for students are presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of TSC's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

Student Code of Conduct

Student rights and responsibilities are defined in the Student Code of Conduct in order to give general notice of conduct expectations, identify sanctions which shall be imposed when misconduct occurs, and ensure that students are treated with fundamental fairness and personal dignity.

The Student Code of Conduct is available on the TSC [Student Handbook](#) web page.

Academic Calendar

Fall 2024	
January 15, 2024 (Monday)	Fall 2024 financial aid priority deadline
April 1, 2024 (Monday)	Student registration opens for summer and fall 2024
August 19, 2024 (Monday)	Faculty return – Convocation week
August 23, 2024 (Friday)	Fall 2024 registration ends & PAYMENT deadline
August 23, 2024 (Friday)	Last day to withdraw and receive 100% refund of tuition and fees (Excludes non-refundable fees)
August 24, 2024 (Saturday)	Scorpion Convocation for first-time students and parents
August 26, 2024 (Monday)	Classes begin
August 26-30, 2024 (Monday-Friday)	Add/Drop period (Payment due same day)
September 2, 2024 (Monday)	Labor Day (College closed)
September 11, 2024 (Wednesday)	Census Day (12th class day) - Last day to withdraw without a recorded grade
September 16, 2024 (Monday)	Last day to withdraw and receive 70% refund of tuition and fees (Excludes non-refundable fees)
September 23, 2024 (Monday)	Last day to withdraw and receive 25% refund of tuition and fees (Excludes non-refundable fees)
October 1, 2024 (Tuesday)	FAFSA application period begins for Fall 2025
October 15, 2024 (Tuesday)	Spring 2025 financial aid priority deadline
October 15, 2024 (Tuesday)	Student registration opens for Spring 2025
November 15, 2024 (Friday)	Last day to withdraw
November 27- 29, 2024 (Wednesday-Friday)	Thanksgiving Holiday (College closed)
December 6, 2024 (Friday)	Last day of class
December 7-13, 2024 (Saturday-Friday)	Final exams (Contingent on Course Section)
December 14, 2024 (Saturday)	Fall 2024 Commencement
December 23, 2024-January 3, 2025 (Monday-Friday)	Winter Break (College closed)

Mini-Semester	Start Date	Add/Drop	Census Date	70% Refund	25% Refund	Last Day to Withdraw	Last Day of Class	Final Exams
1st 8-Weeks	8/26/2024	8/26/2024	9/3/2024	9/5/2024	9/9/2024	10/10/2024	10/16-17/2024	10/18-19/2024
2nd 8-Weeks	10/21/2024	10/21/2024	10/28/2024	10/30/2024	11/1/2024	12/5/2024	12/11-12/2024	12/13-14/2024
1st 5-Weeks	8/26/2024	8/26/2024	8/29/2024	8/30/2024	9/3/2024	9/19/2024	9/26/2024	9/27/2024
2nd 5-Weeks	9/30/2024	9/30/2024	10/3/2024	10/4/2024	10/7/2024	10/24/2024	10/31/2024	11/1/2024
3rd 5-Weeks	11/4/2024	11/4/2024	11/7/2024	11/8/2024	11/11/2024	11/26/2024	12/5/2024	12/6/2024

Spring 2025	
October 15, 2024 (Tuesday)	Spring 2025 financial aid priority deadline
October 15, 2024 (Tuesday)	Student registration opens for Spring 2025 and Mini-semester 2024-2025.
December 23, 2024-January 3, 2025 (Monday-Friday)	Winter break (College closed)
January 6, 2025 (Monday)	College opens
January 13, 2025 (Monday)	Faculty return – Convocation Week
January 14, 2025 (Tuesday)	Last day to submit Apply Texas Application for spring 2025
January 17, 2025 (Friday)	Spring 2025 registration ends & PAYMENT deadline
January 17, 2025 (Friday)	Last day to withdraw and receive 100% refund of tuition and fees (Excludes non-refundable fees)
January 18, 2025 (Saturday)	Scorpion Convocation for first-time students and parents
January 20, 2025 (Monday)	Classes begin – Martin Luther King, Jr. Day
January 20-24, 2025 (Monday-Friday)	Add/Drop period (payment due same day)
January 20, 2025 (Monday)	Fall 2025 financial aid priority deadline
February 4, 2025 (Tuesday)	Census Day (12th class day) - Last day to withdraw without a recorded grade
February 7, 2025 (Friday)	Last day to withdraw and receive 70% refund of tuition and fees (Excludes non-refundable fees)
February 14, 2025 (Friday)	Last Day to withdraw and receive 25% refund of tuition and fees (Excludes non-refundable fees)
February 28, 2025 (Friday)	Brownsville Charro Days (College closed)
March 17-23, 2025 (Monday-Sunday)	Spring Break (College closed)
April 1, 2025 (Tuesday)	Student registration opens for Summer and Fall 2025
April 18, 2025 (Friday)	Semester break (College closed)
April 22, 2025 (Tuesday)	Last day to withdraw
May 9, 2025 (Friday)	Last day of class

May 10-16, 2025 (Saturday-Friday)	Final Exams (Contingent on course section)
May 17, 2025 (Saturday)	Spring 2025 Commencement

Mini-Semester	Start Date	Add/Drop	Census Date	70% Refund	25% Refund	Last Day to Withdraw	Last Day of Class	Final Exams
1st 8-Weeks	1/20/2025	1/20/2025	1/27/2025	1/29/2025	1/31/2025	3/6/2025	3/12-13/2025	3/14-15/2025
2nd 8-Weeks	3/24/2025	3/24/2025	3/31/2025	4/2/2025	4/4/2025	5/8/2025	5/14-15/2025	5/16-17/2025
1st 5-Weeks	1/20/2025	1/20/2025	1/23/2025	1/24/2025	1/27/2025	2/13/2025	2/20/2025	2/21/2025
2nd 5-Weeks	2/24/2025	2/24/2025	2/27/2025	3/3/2025	3/4/2025	3/27/2025	4/3/2025	4/4/2025
3rd 5-Weeks	4/7/2025	4/7/2025	4/10/2025	4/11/2025	4/14/2025	5/1/2025	5/8/2025	5/9/2025

Summer I 2025	
April 1, 2025 (Tuesday)	Student registration opens for Summer and Fall 2025
May 26, 2025 (Monday)	Memorial Day (College closed)
May 30, 2025 (Friday)	Summer session I 2025 registration ends & PAYMENT Deadline
June 2, 2025 (Monday)	Classes begin
June 2, 2025 (Monday)	Add/Drop period (Payment due same day)
June 5, 2025 (Thursday)	Census day (4th class day) - Last day to withdraw without a recorded grade
June 6, 2025 (Friday)	Last day to withdraw and receive 70% refund of tuition and fees (Excludes non-refundable fees)
June 9, 2025 (Monday)	Last day to withdraw and receive 25% refund of tuition and fees (Excludes non-refundable fees)
June 24, 2025 (Tuesday)	Last day to withdraw
July 2, 2025 (Wednesday)	Last day of class
July 3, 2025 (Thursday)	Final exams
July 4, 2025 (Friday)	Independence Day (College closed)

Summer II 2025	
April 1, 2025 (Tuesday)	Student registration opens for Summer and Fall 2025
May 26, 2025 (Monday)	Memorial Day (College closed)
July 4, 2025 (Friday)	Independence Day (College closed)
July 7, 2025 (Monday)	Summer session II 2025 registration ends & PAYMENT deadline
July 8, 2025 (Tuesday)	Classes begin
July 8, 2025 (Tuesday)	Add/Drop period (Payment due same day)
July 11, 2025 (Friday)	Census day (4th Class Day) - Last day to withdraw without a recorded grade
July 14, 2025 (Monday)	Last day to withdraw and receive 70% refund of tuition and fees (Excludes non-refundable fees)
July 15, 2025 (Tuesday)	Last day to withdraw and receive 25% refund of tuition and fees (Excludes non-refundable fees)
July 29, 2025 (Tuesday)	Last day to withdraw
August 7, 2025 (Thursday)	Last day of class
August 8, 2025 (Friday)	Final exams

Summer III 2025	
April 1, 2025 (Tuesday)	Student registration opens for Summer and Fall 2025
May 26, 2025 (Monday)	Memorial Day (College closed)
May 30, 2025 (Friday)	Summer session III 2025 registration ends & PAYMENT Deadline
June 2, 2025 (Monday)	Classes begin
June 2-3, 2025 (Monday-Tuesday)	Add/Drop period (Payment due same day)
June 10, 2025 (Tuesday)	Census day (7th class day) - Last day to withdraw without a recorded grade
June 12, 2025 (Thursday)	Last day to withdraw and receive 70% refund of tuition and fees (Excludes non-refundable fees)
June 17, 2025 (Tuesday)	Last day to withdraw and receive 25% refund of tuition and fees (Excludes non-refundable fees)
July 4, 2025 (Friday)	Independence Day (College closed)
July 29, 2025 (Tuesday)	Last day to withdraw
August 7, 2025 (Thursday)	Last day of class
August 8, 2025 (Friday)	Final exams

Admission

TSC is an open admission institution and welcomes all students to attend.

General Admission Requirements

- Applicants must complete the admissions application online at [ApplyTexas](#). The application process must be completed by the published application deadline for the term they plan to attend Texas Southmost College for the first time. In addition, a new application is required for anyone who applied, but did not enroll. Applicants are allowed to enroll in their selected program upon satisfactory completion of all enrollment and program entrance requirements.
- Provide the Office of Admissions and Records with an official high school transcript, or proof of GED completion (test scores or certificate) or all college transcripts.

Texas Southmost College does not discriminate on the basis of race, color, sex, national origin, religion, gender (including pregnancy, gender identity, and sexual orientation), disability, age, genetic information, status as a parent, marital status, political affiliation, military status, or reprisal in its programs and activities and provides equal access to services and other programs at the College.

Admissions Classifications

A person maybe admitted to the college according to anyone of the following classifications:

High School Graduate Admission

Students who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education.

General Educational Development (GED) Admission

A student shall be admitted upon successful completion of the General Educational Development (GED) or a recognized equivalent as certified by a state education agency or a state authorized examination that the state recognizes as the equivalent of a high school diploma. A student shall be admitted upon receipt of official GED score report or scores from a state-authorized examination that the state recognizes as the equivalent of a high school diploma.

Individual Approval Admission

Special admissions may be granted for students aged 16 years or younger or other applicants able to do college-level work, according to the same general standards as high school graduates.

Dual Credit

Dual credit allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at the high school. High school students admitted to the College must meet student eligibility criteria outlined in Texas Administrative Code Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

Transfer Admission

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the following conditions:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations can be evaluated by official foreign credential evaluation agencies that TSC recommends.

Transient Admission

Transient students are those enrolled at another college or university (home institution) and are interested in attending TSC with the intention of transferring credits to their home institution. Students admitted under this option are considered non-degree seeking and are not eligible for financial aid at TSC. Transient students must list their home institution on the admissions application and are not required to submit official transcripts from previously attended colleges or universities unless needed to document courses to satisfy prerequisites. Official transcripts will be required if students later elect to seek a TSC degree or certificate.

Returning/Former Student Admission

College credit students who were previously enrolled at TSC, but have not attended TSC for more than one year, must reapply by completing the admission enrollment procedures and providing the appropriate required documents as follows:

1. Complete the admissions application online at [ApplyTexas](#);
2. Comply with applicable testing requirements;
3. Comply with any immunization related requirements as specified by law;
4. Resubmit college transcripts, only if the transcripts initially submitted are now older than five years or if the student has attended another institution since last enrolled at TSC.

Students who have a break in enrollment of more than one year at TSC and return later to complete their program of study, must meet requirements listed in the College catalog of the current year.

International Student Admission

The College is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

Audit Admission (for No Credit)

The option of auditing a class is offered for lecture courses only; auditing is not allowed for laboratory, performance, or activity courses. Audit students do not participate in fieldwork, submit assignments or take examinations; therefore, they do not receive college credit or a course grade.

An application for admission must be submitted online at [ApplyTexas](#); test scores and transcripts are not required. Registration to audit a lecture course is available on the 7th class day of the fall and spring semesters and the 3rd class day of each summer session, contingent upon space availability. Tuition is charged for auditing a class. For additional information, contact the Enrollment Services Office.

Enrollment Procedures

- A. Submit applicable documents based on the appropriate admission category.
Dual Credit students must meet the same requirements as all other college students. A Parent Consent form is also required.
- B. Comply with applicable testing requirements:
 - i. Submitting TSI Assessment test results; or
 - ii. Submitting documentation of TSI exemption or waiver; or
 - iii. Taking the TSI Assessment test.
- C. Submit compliance with immunization-related requirements as specified by law.
- D. Submit proof of compliance with any established and approved program entry-level standards.

Residency

Students must accurately answer questions about their residency on the [ApplyTexas](#) application for admission and provide supporting documentation, if necessary. For purposes of determining residency, TSC complies with all applicable state and federal regulations, as well as the Texas Higher Education Coordinating Board recommendations.

TSC uses two residency classifications for students:

1. Texas Residents
 - a) In-district - Students who live within the TSC taxing district
 - b) Out-of-district - Students who live in Texas, but outside of the TSC taxing district
2. Non-Texas
 - a) Non-Residents
 - b) International Students

It is the student's responsibility to provide a copy of one of the documents listed below, as well as any other supporting documents required. These documents will be used to establish that the student is domiciled in Texas and has maintained a residence in Texas continuously for at least 12 months prior to the census date of the semester in which the student is enrolling. These documents must be issued in the name of the student or dependent student's parent(s) and dated to encompass at least 12 months prior to the census date of the semester in which the student is enrolling.

1. Statement from Employer on company letterhead (or a payroll check stub), including start and current/end dates, which encompasses at least 12 months prior to the census date. Student employment, such as work-study, receipt of stipends, fellowship, research or teaching assistant positions, does not qualify as a basis for establishing domicile.
2. Lease or rental agreement/contract of real property, other than campus housing, which encompasses at least 12 months prior to the census date. If this document is provided as the sole basis of a domicile, it must be accompanied by an additional document that supports the maintenance of this residence for at least 12 months prior to the census date, such as:
 - Texas high school transcript
 - Texas college or university transcript

- Permanent Texas Driver License (at least one year old). Generally, the license expiration date minus the date of enrollment should not exceed three years.
 - Texas Voter Registration Card
 - Texas vehicle registration
 - Bank statements or cancelled checks
 - Utility bill (electric, telephone, water or cable) for the year preceding enrollment
 - Federal income tax return for the previous year
3. Copy of one of the documents below, which must be accomplished and maintained for at least 12 months prior to the census date, and accompanied by at least one of the documents above. Possible additional documents include the following:
- Title to real property in Texas
 - Marriage certificate with documentation to support that the spouse is a Texas resident
 - Ownership of a business in Texas with documentation to support that the business is a partnership or corporation and it is owned by the student or dependent student's parent(s)
 - State or local licenses to conduct business or practice a profession in Texas

Persons and their dependents who do not live in the TSC district, but who own property that is subject to ad valorem taxation by the TSC taxing district, are also classified as "in-district."

Assessment and Placement Testing

Texas Administrative Code [RULE §4.55](#) defines the requirements for assessment of the academic skills of each entering, non-exempt undergraduate student prior to enrollment in college. The Texas Success Initiative (TSI) ensures that all incoming college students are provided with 1) assessment of their readiness for freshmen-level academic coursework, 2) advisement and educational support necessary to assist students who are not ready to enroll in academic coursework, and 3) evaluation to determine when they are ready to enroll in college-level coursework.

Effective fall 2013, the Texas Success Initiative Assessment (TSIA), Version 2.0 is the only assessment instrument approved by the Texas Higher Education Coordinating Board (THECB). Test administrators of the TSIA must follow the requirements and processes for test administration as set forth by the THECB and the test vendor.

The TSIA measures mathematics, writing, and reading skills to determine a student's readiness to enroll in college entry-level freshman courses. Students are required to test and to be advised based on the results of their TSIA scores. Students will not be denied admission to Texas Southmost College based on TSIA or other college placement scores. However, testing must be completed prior to enrollment in classes, except for enrollment into Certificate Level One programs.

TSC has a central testing center located in the Oliveira Student Service Center which administers tests required for the TSI. The testing center publishes a calendar of testing times on their web page, which can be found on the [Office of Testing web page](#). Students are required to schedule tests and submit payment in advance, and should contact the testing center for additional information. Test scores are usually available immediately following completion of the test. College Enrollment Coaches can assist students with score interpretation.

Students must complete a pre-assessment activity (PAA) prior to taking the TSI Assessment Test. The PAA is also offered at the Testing Center.

Approved Exemptions and Waivers

TSI exemptions and waivers apply only to TSI requirements. Documentation of eligibility for an exemption or waiver is required. Students must abide by the [Texas Administrative Code RULE §4.54](#) in reference to exemptions, exceptions, and waivers.

Students who qualify for a TSI exemption are not required to test for TSI purposes and are not required to enroll in college preparatory (developmental) coursework and/or interventions in the corresponding area of exemption. However, all prerequisites for enrollment in specific courses must be met.

Exemptions:

- TASP Exempt – Students who attended a regionally accredited postsecondary institution prior to the Fall of 1989.
- Score Exempt – Students who achieved certain scores on the SAT, ACT, TAAS, TAKS-11th Grade, or STAAR EOC test may be fully or partially exempt.
- Degree – Students who have earned an associate degree or higher from a regionally accredited post-secondary institution or from a recognized international institution.
- Private or Out-of-State Transfer – Students who have earned at least three semester credit hours of college-level credit at a regionally accredited private or out-of-state postsecondary institution.
- Military Exempt – Students who were honorably discharged, retired, or released from active duty or from Texas National Guard on or after August 1, 1990.

Waivers:

- Certificate Waiver – Students pursuing a one-year Certification of Completion or no more than 42 semester credit hours. However, some programs may require students to take the TSIA for diagnostic purposes. Scores cannot prohibit a student from enrolling in certificate program courses.
- Non-degree Seeking Waiver – Students who are not seeking a degree or certificate from a Texas public institution of higher education may qualify; enrollment may be restricted.
- Military Waiver – Students serving on active duty as a member of the Armed Forces of the United States or the Texas National Guard or serving as a member of a reserve component of the Armed Forces of the United States for at least the three-year period preceding enrollment.

All TSI waivers must be renewed each term and all course prerequisites must be met.

TSI Placement Guide 2023-2024

Reading Skills Placement		
Option	TSI-A Score	TSI-A 2.0 ELAR Score
Option 1: NCBO BASE READ 0017 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 1	
Option 1: NCBO BASE READ 0018 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 2	Diagnostic Level 2 subsumes Level 1
Option 1: NCBO BASE READ 0019 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 3	Diagnostic Level 3
INRW 0421 (If not identified as ESOL)	ABE Level 4	Diagnostic Level 4
Referred to take ESOL Accuplacer	ABE Levels 1, 2, 3, & 4	Diagnostics Levels 2, 3, & 4
Option 1: INRW 0422 Option 2: STAR INRW 0422 w/COMP 1301 Option 3: Accelerated INRW 0422/ENGL 1301 (reading score needs to be combined w/writing score for placement in this course)	ABE Levels 5 & 6 342-344	Diagnostic Levels 5 & 6 Essay 1-4
Option 1: INRW 0422 Option 2: Mainstreamed into ENGL 1301/NCBO INRW 0023 Essential Reading and Writing Strategies Option 3: STAR INRW 0422 w/ COMP 1301 Option 4: College Prep INRW 0022 (only offered prior to fall semesters)	345-350	Diagnostic Levels 5 & 6 Essay 1-4
<i>No Remediation Required</i>	≥351	CRC score ≥ 945 with essay ≥ 5 OR CRC diagnostic score ≥ 5 with essay score ≥ 5

Writing Skills Placement		
Option	TSI-A Score	TSI-A 2.0 ELAR Score
<p>Option 1: NCBO BASE ENGL 0017 (only offered prior to fall semesters)</p> <p>Option 2: Refer to Continuing Education (if identified as lower level ESOL)</p>	ABE Level 1	
<p>Option 1: NCBO BASE ENGL 0018 (only offered prior to fall semesters)</p> <p>Option 2: Refer to Continuing Education (if identified as lower level ESOL)</p>	ABE Level 2	Diagnostic Level 2 subsumes Level 1
<p>Option 1: NCBO BASE ENGL 0019 (only offered prior to fall semesters)</p> <p>Option 2: Refer to Continuing Education (if identified as lower level ESOL)</p>	ABE Level 3	Diagnostic Level 3
Referred to take ESOL Accuplacer	ABE Levels 1, 2, 3, & 4	Diagnostic Levels 2, 3, & 4
INRW 0421 (If not identified as ESOL)	ABE Level 4	Diagnostic Level 4
<p>Option 1: INRW 0422</p> <p>Option 2: STAR INRW 0422 w/ENGL 1301</p> <p>Option 3: Accelerated INRW 0422/ENGL 1301</p>	ABE Levels 5 & 6 Essay* 1-2	Diagnostic Levels 5 & 6 Essay > 5
<p>Option 1: INRW 0422</p> <p>Option 2: Mainstreamed into ENGL 1301/NCBO INRW 0023 Essential Reading and Writing Strategies</p> <p>Option 3: STAR INRW 0422 w/ENGL 1301</p> <p>Option 4: College Prep INRW 0022 (only offered prior to fall semesters)</p>	Essay* 3-4 w/ MC < 340	Diagnostic Levels 5 & 6 Essay > 5
No Remediation Required	Essay ≥ 5 OR Essay 4 w/ MC ≥ 340	CRC score > 945 with essay > 5 OR CRC diagnostic score > 5 with essay score > 5

*Prioritize the Essay over the Multiple-Choice score for placement

Math Skills Placement Option	TSI-A Score	TSI-A 2.0 Score
NCBO BASE MATH 0017 (only offered prior to fall semesters)	ABE Level 1	
NCBO BASE MATH 0018 (only offered prior to fall semesters)	ABE Level 2	Diagnostic Level 2 subsumes Level 1
NCBO BASE MATH 0019 (only offered prior to fall semesters)	ABE Level 3	Diagnostic Level 3
Pathway for Non-College Algebra Program		
Option 1: STAR MATH 0320 w/MATH 1332 Option 2: STAR MATH 0320 w/MATH 1342	ABE Levels 4, 5, 6 OR a score of 336-349	Diagnostic Levels 4, 5, OR 936-949
Pathway for Non-College Algebra Program		
Option 1: Accelerated Math 0321/ MATH 0322/MATH 1314 (5-week courses)	ABE Levels 5 & 6 OR a score of 336	Diagnostic Level 4 & 5 OR 936
Option 1: STAR MATH 0322/MATH 1314 Option 2: Accelerated MATH 0322/MATH 1314 (8-week course)	337-349	937-949
Option 1: Mainstreamed into MATH 1314 with NCBO MATH 0023 Essential Math Strategies Option 2: NCBO College Prep MATH 0022 (only offered prior to fall semesters)	347-349	947-949
No Remediation Required***	≥350	≥950 OR <950 and Diagnostic Level 6

EXEMPTIONS*: Valid for 5 years from date of testing.

MILITARY	ACT before February 15, 2023	ACT	SAT Before March 2016	SAT	STAAR EOC	GED	HISET
A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.	COMP ≥ 23		COMB ≥ 1070				
A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.	ENG ≥ 19 (READ & WRIT)	ENG ≥ 40 (READ & WRIT)	CRIT READ ≥ 500 (READ & WRIT)	Evidence Based Reading and Writing ≥ 480 (READ & WRIT)	ENG III, LVL II (READ & WRIT) 4000	Reasoning Language Arts ≥ 165	Reading ≥ 15, Writing ≥ 15 with Essay ≥ 4
	MATH ≥ 19	MATH ≥ 22	MATH ≥ 500	MATH ≥ 530	ALG II, LVL II (MATH) 4000	Math ≥ 165	Math ≥ 15

*TSI exemptions are based on [Texas Administrative Code Chapter 4, Subchapter C, Rule §4.54 Exemptions, Exceptions, and Waivers](#)

Academic Fresh Start

For Texas residents, credits and grades earned 10 or more years before admission can be ignored for admission purposes under the Academic Fresh Start Law ([Texas Education Code, Section 51.931](#)). Academic Fresh Start does not override federal financial aid regulations or other federal regulations. Contact the Enrollment Services Office at succeed@tsc.edu for more information. All official transcripts must still be submitted to Texas Southmost College. If a student is a Texas resident, applies for admission (or readmission) to Texas public colleges or universities and enrolls as an undergraduate, the student may be eligible to begin a new course of study with a clear academic record. Please note that this is an all-or-nothing option. A student cannot select only particular courses to ignore. If a student chooses the Academic Fresh Start option, the student will not receive any credit for any courses taken at least 10 years ago.

This means that courses taken previously:

- Cannot be used to fulfill new prerequisite requirements;
- Cannot be counted toward a new degree; and
- Cannot be counted in new G.P.A. calculations.

The Executive Director of Student Records and Compliance at the college or university where the student is planning to enroll is the final authority on applying or interpreting a student's right to an Academic Fresh Start.

Advising

All students are encouraged to seek advising before beginning the registration process to explore program options and learn about requirements and course prerequisites. Knowledge regarding their selected program of study allows students to progress quickly towards graduation, saving them time and money. For students considering eventual transfer to another institution, an early visit with the Office of Enrollment Services is highly recommended. Advising is required for the following groups:

- All first-time college students, including those who have earned college dual enrollment credit as high school students,
- Transfer college students with fewer than nine earned college semester credit hours,
- Students on academic probation or dismissal, and
- Students who need college preparatory (developmental education) courses.

Many students who plan to transfer to a university are advised to fulfill the lower-division requirements for the university selected for their continued education. It is the responsibility of all students to ensure that they take courses at TSC that will be accepted by the transfer institutions they wish to attend.

Requesting a Change of Major

Students can request to change their major by visiting the Office of Enrollment Services and submitting a Change of Major form. Any forms submitted after the term census date will not take effect until the end of the academic semester (prior to the start of the next academic term). Excessive changes to a student's major may affect the scheduled timeline towards graduation.

Transfer Credit

Only academic or technical courses required within a major field of study and in which a "C" or better has been earned may be applied toward a TSC certificate or degree. This applies to all degree plans. The Texas Higher Education Coordinating Board (THECB) recognizes the Texas Administrative Rule 7.6, which provides criteria for accrediting agencies to be recognized and accredited institutions in Texas. The THECB recognizes 17 regional and national, and 3 professional or specialized accrediting agencies.

Courses from institutions accredited by national and/or professional or specialized accrediting agencies that are recognized by the THECB may be applied by the college toward a certificate or degree only after being reviewed on a case-by-case basis:

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission for Community and Junior College, Western Association of Schools and Colleges (ACCJC-WASC)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Continuing Education and Training (ACCET)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission (AARTS)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education Accrediting Commission (DEAC)
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission of Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (accreditor for all Texas public institutions of higher education) (SACSCOC)
- Transnational Association of Christian Colleges and Schools (TRACS)
- WASC Senior College and University Commission (WAS-SCUC)

Professional or Specialized Accrediting Agencies:

- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- National Association of Schools of Theatre (NAST)

Credit from institutions not regionally, nationally, and/or professionally accredited by one of the above associations is not accepted by TSC. The Office of Admissions and Records is responsible for verifying an institution's regional accreditation status and for evaluating official transcripts. Traditional classroom instruction and credit by examination are the basis for which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at TSC. For example, a student pursuing an Associate of Arts degree in Criminal Justice, which consists of 60 total semester credit hours, must complete at least 15 semester credit hours at TSC in order to receive an A.A. in Criminal Justice from TSC.

Courses taken 10 or more years prior to a student's associated last enrollment at TSC will not count as semester credit hours toward the award of the Associate of Applied Science degree or Certificate of Proficiency Level One and Level Two. However, a student may petition for an exception, which will be evaluated and awarded as determined by the division dean with approval by the Vice President of Instruction.

Statement of Principles on the Acceptance of Credit During an Emergency

1. Institutional policies and the evaluation of grades and credit recognize the extraordinary burden placed on students during times of emergency. Even in the best of cases, student dislocation and the need to change basic patterns of life impose challenges on students that may have an impact on their performance.
2. Institutional policies and practices recognize that traditional inequities are exacerbated in the current crisis and that "equal" treatment of students' transcripts is unlikely to result in "equitable" outcomes.
3. Institutional policies and practices are as holistic as possible, considering the range of situational and behavioral circumstances in which students find themselves.
4. Institutional policies, wherever practicable, provide flexibility in the timely reporting of grades and other markers of achievement, understanding that the dislocations mentioned above are also present for faculty, staff, and others.

5. Institutional policies aim for complete transparency. The circumstances under which credits and or grades are accepted and not accepted will be clear and publicly stated in accessible, specific, and easy to understand terms. The rationale for these policies will be made equally clear and transparent.
6. This transparency will extend inside as well as outside the institution. Institutional policies that respond to unprecedented and unique situations will be broadly communicated and disseminated within institutions. At a time when telework has become common, it is in the collective best interest of higher education that each student-facing employee understands new and existing policies.
7. Institutional decision-making regarding individual students will be swift and definitive. Students and their families need clear, timely information on which to make decisions.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other regionally accredited colleges and universities to TSC. During registration, evaluations will be processed within two weeks of receiving the official transcript. Official evaluation of college transfer coursework will be completed during the first semester of enrollment at TSC.

Students transferring to TSC can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. Transcripts received become the permanent property of TSC.

Official transcripts from all colleges and universities attended must be forwarded to the Office of Admissions and Records. Transcripts may not be faxed or emailed, unless they are sent electronically from another institution via Parchment or E-scrip Safe. It is imperative that these companies send transcripts directly to the Office of Admissions and Records email address (admissions@tsc.edu).

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely based on a high school record.

Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Army/American Council on the Education Registry Transcript System or the Sailor/Marine American Council on Education Registry Transcript to the Office of Admissions and Records.

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit for courses completed at a foreign institution must submit the official transcript and an official third-party report/recommendation from a member of the National Association of Credential Evaluation Services (NACES) that includes translation, interpretation, and evaluation of the transcript.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to TSC from other institutions and/or when TSC courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in [THECB Rules, Chapter 4, Subchapter B](#).

In all disputes, the Transfer Credit Petition form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student.

From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.

The appropriate dean makes the final decision about whether a course is approved or denied.

Transcript Request

Students may request official transcripts at the Office of Admissions and Records, using the form found [here](#). Once processed, transcripts will be sent as requested.

In compliance with FERPA regulations and TSC procedures, transcripts may only be released to the student of record. Students will need to submit a FERPA Waiver of Privacy or the official transcript request form (with proper identification) if they are unable to pick up official transcripts in-person. This form can be requested at the Office of Admissions and Records.

TSC will not mail via overnight services; fax to other educational institutions, students, employers, or other third parties; or accept students' personal requests for transcripts via phone.

A registration hold will prevent processing and release of a student transcript. Transcripts may be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to TSC.

External Standardized Examinations

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations were earned at other regionally accredited institutions.

Students may not earn more than 32 total hours from any testing equivalency source.

College-level Examination Program (CLEP) Credit

TSC recognizes the credit-granting scores recommended by the American Council on Education (ACE). No credit will be awarded until the student has successfully completed at least six semester credit hours of course credit from TSC.

Students taking the CLEP test will earn equivalent college credit from TSC when attaining the scores indicated. No grade will be assigned for the corresponding course. CLEP credit is not applied to the transcript until the student has successfully completed six semester credit hours at TSC.

Advanced Placement (AP) Credit

Students taking the AP test will earn equivalent college credit from TSC when attaining the scores indicated. No grade will be assigned for the corresponding course. AP credit is not applied to the transcript until the student has successfully completed six semester credit hours at TSC. Scores are valid for five years from date of testing.

Advanced Technical Credit (ATC)

To receive college credit for an ATC Statewide articulation course, a student must earn a minimum grade of a "B." To receive college credit for an ATC statewide articulation course, a student must complete the course as a Junior (11th grade) or Senior (12th grade). The student should enroll in a public two-year institution within 15 months of high school graduation. The student must declare a specific program of study to receive a specific course taken during high school. The appropriate dean will approve or deny courses after turning in a Petition for Award of Advanced Credit to the Office of Admissions and Records.

The student must notify the Office of Admissions and Records of ATC course work. The Office of Admissions and Records is not responsible for initiating any process after the high school transcript has been submitted.

For further information, students should contact the Office of Admissions and Records.

International Baccalaureate Diploma (IBD)

The IBD is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111, TSC will grant (CR) credit for IB exams with certain required scores. TSC students may be eligible to receive up to 24 hours of credit for courses completed with a minimum test score of four in either the Standard Level (SL) or Higher Level (HL) subject group examinations. However, course credit does not have to be awarded on any IB exams where the score received is a three or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Prior to the award of credit for IB Diplomas or certificates, the student:

1. Must meet all admissions requirements of the College.
2. Must have earned six hours of credit with TSC.
3. Must submit an official IB diploma or certificate to the TSC Testing Office and request examination scores directly from the International Baccalaureate Organization (IBO).
4. Must have received at least a minimum score of four on the curriculum subject examination.
5. Must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their enrollment.

TSC students requesting diploma evaluations should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, students who have completed courses in the IBD program but who have not received the diploma may also receive college credit for completion of IBD courses with a score of four on the IBD examination.

Prior Learning Credit

The assessment of prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for previous training or work-related experience. Sources of prior learning may include the following:

- Certification/licensure/credentials equivalents
- Military service
- Workforce experience
- Professional training
- Open-source learning
- Internal credit by exam
- External exams (such as CLEP, AB, IP)

After admission to TSC, students should consult with their enrollment coach to determine whether prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for prior learning credit.

Tuition and Fees

Semester Credit Hour	Texas Resident		Non-Texas Resident	
	In-District	Out-District	Non-Resident	International
1	\$302.00	\$327.00	\$377.00	\$377.00
2	\$434.00	\$484.00	\$584.00	\$584.00
3	\$566.00	\$641.00	\$791.00	\$791.00
4	\$698.00	\$798.00	\$998.00	\$998.00
5	\$830.00	\$955.00	\$1,205.00	\$1,205.00
6	\$962.00	\$1,112.00	\$1,412.00	\$1,412.00
7	\$1,094.00	\$1,269.00	\$1,619.00	\$1,619.00
8	\$1,226.00	\$1,426.00	\$1,826.00	\$1,826.00
9	\$1,358.00	\$1,583.00	\$2,033.00	\$2,033.00
10	\$1,490.00	\$1,740.00	\$2,240.00	\$2,240.00
11	\$1,622.00	\$1,897.00	\$2,447.00	\$2,447.00
12	\$1,754.00	\$2,054.00	\$2,654.00	\$2,654.00
13	\$1,886.00	\$2,211.00	\$2,861.00	\$2,861.00
14	\$2,018.00	\$2,368.00	\$3,068.00	\$3,068.00
15	\$2,150.00	\$2,525.00	\$3,275.00	\$3,275.00

This is an estimate of tuition and fees based on a sample case of a student taking up to 15 semester credit hours. Fees will vary depending on courses and labs in which a student is enrolled. Students may also be responsible for instructional material costs, testing, and certification fees, which vary depending on courses and labs in which a student is enrolled.

Tuition and fees are subject to change by the TSC Board of Trustees. Tuition and fees are subject to a cap at 15 semester credit hours. More information regarding tuition and fees is available on the [TSC Tuition and Fees](#) web page.

Payment or payment arrangements for tuition and fees must be made by the due date. Failure to make payment or payment arrangements by the due date may result in the student being withdrawn from all courses.

Payment Information

Enrollment is complete only upon full payment of tuition and fees, financial aid award, loan award (must be accepted and entrance counseling completed), or approval of an installment plan. Failure to make payment, payment arrangements, or complete financial aid/loan documents by the due date may result in the student being withdrawn from all courses. Payment for tuition and fees may be made at the cashier's windows in Oliveira Student Services or online.

Installment Payment Plan

Payment plans are offered only for Fall, Spring and Summer III sessions and are only available online. Payment of tuition and fees by installment is available each semester during the open enrollment period.

IMPORTANT: Payment plans requires auto draft payments. Thus, each scheduled payment will be auto drafted from the credit/debit card or checking account the student initially sets up. The student must confirm that there are enough funds to cover the installment due to avoid a fee of \$25 for non-sufficient funds.

To qualify for payment plans, the student must:

1. Be enrolled at TSC for the semester,
2. Complete the installment plan agreement,
3. Not have a prior balance with TSC, and
4. Be at least 18 years old.

How Does an Installment Payment Plan Work?

Installment plans are offered up to the payment deadline of each semester. The tuition and fees balance for Fall and Spring semesters are divided into four equal payments: the initial down payment and three equal installments throughout the semester. For the Summer III session, the tuition and fees balance are divided into three equal payments: an initial down payment and two equal installments. A one-time set up fee of \$15 added to the initial down payment. For every missed payment, there will be a late fee of \$15 added to the installment.

Financial Hold

Failure to pay outstanding charges by established deadlines, based in the Texas Education Code Section 54.007, will result in a financial hold being placed on a student's account. A financial hold will be placed on a student's account when there is any past due financial obligation to the College. A financial hold can result from:

- Unpaid tuition and fees,
- Parking fines,
- Returned checks, and
- Financial aid that must be returned by Department of Education policy.

When there is a financial hold, the student will not be permitted to register for classes, receive an official transcript, or receive a college degree or certificate until the balance is paid in full.

Financial Aid

The Financial Aid Office administers and manages financial assistance programs to benefit eligible students and families who are unable to afford the cost of a college education. The goal of the Financial Aid Office is to help students avail themselves of as many federal, state, private, and institutional financial aid program opportunities as possible. Financial aid comes in three basic types:

- Grants/Scholarships,
- Work-study programs, and
- Loans.

Financial aid types may be combined into a financial aid package to help students pay for educational expenses. Generally, scholarships and grants are not repaid. Loans must be repaid, and are not encouraged, unless needed as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that the Financial Aid Office is required to follow are listed. Policies listed here are only those deemed most important to students. TSC complies with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U.S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, TSC will comply with the most current regulations and interpretations thereof. More information is available on the TSC [Financial Aid](#) web page, including information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful web pages.

Free Application for Federal Student Aid (FAFSA)

To determine financial aid eligibility for all federal financial aid programs, the U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA). The State of Texas has also opted to accept the FAFSA, and the financial aid methodology it represents, to establish financial aid eligibility for state programs.

The FAFSA is the first step in the financial aid process and assesses a student's or a family's financial ability to pay for college. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology, resulting in a Student Aid Index (SAI). Colleges use the SAI to determine a student's financial need and their state, federal, or institutional aid eligibility.

Applying for Financial Aid

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

- Federal Pell Grant,
- Federal Supplemental Education Opportunity Grant (SEOG),
- Texas Public Education Grant (TPEG),
- Texas Education Opportunity Grant, and
- College Work-Study.

Students wishing to request a loan may complete a request form through TSC Self-Service for the William D. Ford Federal Direct Loan Program. The application procedures are described below and apply to need-based grants, loans, and work-study employment. TSC scholarship awards are considered a resource when determining eligibility for other financial aid.

Applications for aid will be considered complete when the following has taken place at TSC:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and is making satisfactory academic progress.
2. The student has the following on file at the TSC Financial Aid Office:
 - a. A complete financial aid application. To ensure the application is electronically forwarded, the TSC federal school code (030646) must appear on the FAFSA. In addition, the student's name and social security number recorded at the college must match exactly the name and social security number recorded on the FAFSA.
 - b. If selected for verification, the student must promptly submit all required documents as requested by the TSC Financial Aid Office.

It is essential that the TSC Financial Aid Office always has the student's most current permanent address, phone number, and email address to avoid delays and ensure that important documents are promptly received and processed. Students are encouraged to update contact information as often as necessary by completing the appropriate forms at the Office of Admissions and Records.

Deadlines for Filing the FAFSA

The U.S. Department of Education publishes general deadlines that apply to the processing of a FAFSA online. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-serve basis to students who qualify. Priority deadlines are available on the TSC Academic Calendar.

Completed applications received by the priority date will receive priority consideration of all available funds, subject to each student's eligibility. Students who submit a completed application (including all required documents) by the processing guarantee date will receive information regarding an approved or denied aid award by the first class day. Completed applications received after the guarantee date will be processed according to date of completion, but will most likely not be processed by the payment

deadline. Students in this situation should be prepared to make payment arrangements with the TSC Cashier's Office with regards to their tuition balance prior to the payment deadline.

Eligibility Requirements for Student Financial Aid

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Are enrolled for at least 6 semester credit hours as a regular student in an eligible program (Less than half-time students may receive a Pell Grant if they are eligible);
- Are a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 may qualify for limited state financial aid;
- Show qualifications to obtain a college or career school education by:
 - Having a high school diploma or a recognized equivalent such as a GED certificate;
 - Completing a high school education in a homeschool setting approved under state law; or
 - Enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives;
- Are not in default on any student loan, unless approved for the Fresh Start, or owe a refund to a federal financial aid program;
- Make Satisfactory Academic Progress in a declared course of study. All students must be familiar with the TSC Satisfactory Academic Progress policy;
- Have a financial need as determined by the federal need analysis methodology and institutional guidelines; and
- Have not been convicted of a felony or crime involving a controlled substance.

Calculating Financial Need

The information students report when completing the FAFSA is used in a formula established by the Department of Education that calculates a Student Aid Index (SAI). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant program, if the SAI is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum SAI that defines eligibility for college-based programs. Instead, the SAI is used in an equation to determine financial need:

$$\begin{array}{r} \text{Cost of Education} \\ - \text{Student Aid Index} \\ \hline = \text{Financial Need} \end{array}$$

The difference between the cost of education and the SAI is considered the student's financial need. The financial need calculation helps the Financial Aid Office establish eligibility for grants, loans, and work-study. The combination of financial aid from these sources is called a financial aid package, and it is meant to help meet the student's financial need.

A booklet describing the formula that produces the EFC is available by writing to:
Federal Student Aid Information Center
P.O. Box 84
Washington, DC 20044

Verification

Verification is the process by which a student's financial aid application data is checked for accuracy. Only those students selected for verification by the federal processor or institution need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students

selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the TSC Financial Aid Office.

Students selected for verification are typically asked to submit the following documents, if applicable to their situation:

- The student's (and spouse's, if applicable) official Tax Transcript from the Internal Revenue Service;
- An official Tax Transcript of the parent(s) from the Internal Revenue Service;
- Wage and Tax income statements (W-2s), 1099, etc. for parent(s) and/or student;
- Household Form; and
- Documentation that verifies benefits or untaxed income, such as:
 - Child support paid and received,
 - Untaxed pensions,
 - Food Stamp benefits, and
 - Other untaxed income and benefits.

The Financial Aid Office reserves the right to request any additional documentation to resolve discrepancies found during the verification process.

If FAFSA information does not match with documentation provided by the student, the Financial Aid Office will make corrections to the FAFSA information for the student. If the student is aware that FAFSA information is incorrect and was not selected for verification, the student can make corrections via FAFSA online. Students may also visit the Financial Aid Office for assistance with making changes to FAFSA and will need to provide supporting documentation.

Federal regulation requires that Financial Aid administrators notify the Office of Inspector General (OIG) whenever suspicions of fraudulent actions are identified, and documentation is mailed to the following address:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500
1-800-MIS-USED
E-mail: oig.hotline@ed.gov
Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>
Dallas, TX contact number: (214) 661-9530

Notification of Financial Aid Awards

Financial aid offer letter notifications can be found on the student's personal page via TSC Self-Service. The Financial Aid Office does not mail written notifications. Instead, students are contacted via email at the personal email address provided on the FAFSA and at the student email address assigned by TSC to check their financial aid status online. Students will be sent email notices whenever there are changes to their financial aid package due to changes regarding their eligibility, enrollment status, or award information. Students can view each source of aid and amount that they have been awarded via TSC Self-Service. The Financial Aid Office can assist students in navigating the web page or provide written instructions.

Most awards are automatically accepted for students unless otherwise instructed. Any financial aid recipients who register for classes and then do not intend to stay enrolled must officially drop their classes to avoid future aid from being disbursed. To avoid possible repayment of financial aid funds, students should drop courses at least 10 days prior to the first day of classes. For information regarding the dropping of classes, see the Adds, Drops, and Withdrawals section in this catalog.

Receiving Financial Aid Funds

The TSC Office of Student Accounting is responsible for distribution of grants, scholarships and loans once the award has been completed by the TSC Office of Financial Aid. Disbursements are processed within 14 days posted to their student account. Financial aid funds will be first applied to pay tuition and fees. The first week of the semester, a disbursement will be processed based on credit hours enrolled. This disbursement is for students to purchase required textbooks and supplies. Maximum book allowance disbursements will be processed/made as follows:

- If registered 13 credit hours or more: \$728.00
- If registered 9 - 12 credit hours: \$504.00
- If registered 6 - 8 credit hours: \$336.00
- If registered for less than 6 credit hours: \$168.00

Any remaining credit balance will be issued to students in the second week of the semester. TSC delivers refunds with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: <https://bankmobiledisbursements.com/refundchoices/>. For additional information, students should contact the TSC Cashier's Office.

Satisfactory Academic Progress (SAP)

Federal regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- **Grade Point Average**
Undergraduate students working towards a certificate or an associate degree are required to maintain a minimum cumulative Grade Point Average (GPA) of 2.000. This includes grades earned for developmental, dual enrollment, and/or transfer coursework.
- **Completion Rate**
Undergraduate students are required to maintain a cumulative completion rate of 67% of the attempted coursework (including developmental, dual enrollment, and/or transfer hours accepted by TSC). This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours completed plus hours of "W", "I", "F" (as well as repeated coursework).
- **Timeframe to Complete Academic Program**
Students are limited in the number of credit hours attempted in the pursuit of an undergraduate certificate or a degree. The maximum attempted hours allowed are 150% of the credits required to complete the program of study. For the purposes of obtaining an associate degree at TSC requiring 60 credit hours, the maximum is typically 90 credit hours, including developmental, dual enrollment, and/or transfer coursework. Students contemplating degree plan changes should consider the ability to complete a new plan with the maximum allowable limits. Please note that the timeframe to complete a program of study is evaluated after each term and is calculated with the GPA and completion rate. If, at the time of evaluation, it is determined that the student will most likely exceed the maximum timeframe, the student becomes ineligible for Financial Aid.

Compliance with SAP must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their TSC Self-Service. The information below provides additional information related to Satisfactory Academic Progress.

Good Standing

Students are considered to be in Good Standing with Financial Aid if they meet all three standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Warning Status

Students who fail to meet the GPA requirement, the completion rate requirement, or attempt 85% or more of 1.5 times the minimum number of credits required for a degree program, will be placed in Financial Aid Warning status for the following semester. Students will be notified via email of their warning status.

Financial Aid Suspension

Students in Financial Aid Warning status who fail to meet SAP requirements for the next semester will not be eligible to receive financial aid and will be placed in Financial Aid Suspension. These students are sent a financial aid suspension notice and can continue to enroll, but at their own expense.

Appeal Process

Students may appeal their suspension status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards and a plan detailing actions the student will take to achieve and maintain Satisfactory Academic Progress. In addition, students must submit a declared degree plan, signed by a Student Success Coach or a College Enrollment Coach, clearly showing courses earned towards the program, courses still needed, and the anticipated graduation date. Appeal Packets, complete with forms and instructions, are available in the Financial Aid Office and online. Completed appeal packets must be submitted to the TSC Financial Aid Office.

If the appeal is approved, the student will be placed on Financial Aid Probation and eligibility is reinstated, subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in meeting either of these criteria will again result in Financial Aid Suspension.

Students who are on suspension due to Completion Rate or GPA may be considered for a re-appeal after they have completed one semester, preferably two, at TSC or another school and can demonstrate their ability to succeed academically. A student does not automatically regain eligibility under this option, but would be considered for a re-appeal based on their ability to demonstrate progress.

The Financial Aid Appeals Committee will establish and publish priority deadline dates each semester for the submission of an appeal. The latest an appeal will be accepted or considered for the current semester will be the last day to withdraw for that semester.

Spring and Summer Transfer Students

Students transferring from another institution during the spring or summer semesters must make sure that their prior institution reports to the Common Origination and Disbursement (COD) web page the cancellation of any undisbursed Federal Pell Grant and Stafford Loan amounts. Failure to do so will prevent TSC from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at TSC only during the summer and then return to their home institution the following fall semester are considered transient students, and are therefore, not eligible for financial aid at TSC.

Concurrent Enrollment and Financial Aid Eligibility

Students may receive aid at one school per period of enrollment. Students who are enrolled at two institutions for the same semester may receive financial aid at the college they have declared as their home/primary college, if they are enrolled at their primary college. Concurrent students must submit a Consortium Agreement to the TSC Financial Aid Office for consideration.

Enrollment Status by Session

Eligibility for financial aid is based on the semester credit hours in which students are enrolled. The Federal Pell Grant program allows for payment of one or more hours based on eligibility. Note the enrollment status definitions for financial aid purposes differ from academic enrollment.

Financial Aid awards will be adjusted to exclude the following hours from enrollment status:

- Hours from courses that are not part of the program of study,
- Hours from repeated courses that have been taken twice,
- Hours from developmental courses that exceed the 18 maximum allowable credits for developmental coursework; 27 for ESOL courses, and
- Hours from courses for which a student registers after census day.

Recalculations are processed for schedule changes initiated by the student (in the form of adds/drops) or by the college (in the form of canceled courses and/or other administrative changes). Students who drop courses with a later start date (i.e. 8-week courses) are also subject to adjustment and may owe financial aid.

Fall/Spring 16-Week Sessions

- Full-Time Student - 12 or more semester credit hours
- Three-Quarter-Time Student - 9-11 semester credit hours
- Half-Time Student - 6-8 semester credit hours
- Less Than Half-Time Student - 1-5 semester credit hours
- Maximum Hours Allowed - 18 semester credit hours
- Semester credit hours will be combined for 5-week and 8-week consecutive sessions within the 16-week fall/spring session.

Summer Session

Summer Sessions I and II are combined for financial aid purposes. Summer Session III spans 10 weeks and overlaps Summer Session I and II. It is recommended that students register for a minimum of six semester credit hours prior to the start of Summer I in order to be eligible for all possible sources of aid that may be available. Students planning to attend summer sessions I and II should register for both sessions prior to the start of Summer I in order to receive funding for Summer II.

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

Return of Title IV

Federal Withdrawal Policy, Code of Federal Regulations 34 C.F.R § 668.22

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998), substantially changed the way treatment of funds paid toward a student's education are handled when recipients of Title IV funds withdraw from school.

These federal regulations stipulate that when Title IV financial aid recipients withdraw from all classes and do not complete the payment period or enrollment period (semester/term) after beginning attendance, recipients may only keep Title IV financial aid they have earned up to the day of withdrawal. The law requires that TSC calculates the amount of aid earned by the student and must return any unearned funds to the respective Title IV program (Department of Education).

If the amount of Title IV financial aid funds disbursed to students is less than the amount earned, and for which they are otherwise eligible, students are eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Financial aid is awarded with the understanding that students will complete all of their classes and attend school for the entire period (semester) for which they are awarded. When Title IV grant or loan recipients withdraw, they may no longer be eligible for the full amount of financial aid funds that they were originally awarded. Changes in enrollment, at any point in time during the semester, may result in reductions of students' current financial aid award. A recalculation of financial aid, as a result of not attending classes, dropping or withdrawing, is federally required by the U.S. Department of Education and will be determined prior to any award adjustments that must be returned. These regulations apply

when a Title IV recipient officially or unofficially withdraws. Students receiving federal financial aid are considered to be Title IV aid recipients.

Federal Title IV financial aid includes:

- Federal Pell Grant,
- Federal Supplemental Educational Opportunity Grants (FSEOG),
- Federal Direct Loans (Subsidized & Unsubsidized),
- Federal Plus Loans, and
- Federal Iraq & Afghanistan Service Grant.

Even though Federal Work-Study is a Title IV program, it is exempt from the Return of Title IV calculation. The student is able to keep all Federal Work-Study earnings up to the time of withdrawal, but is not eligible to work after the withdrawal date.

Official Withdrawals

Official withdrawals are those initiated by students who provide notification of intent to withdraw. To initiate the official withdrawal process, a student should contact the Office of Enrollment Services to obtain an Add/Drop form signed by a Student Success Coach. In addition, the Add/Drop form must be signed by the student. The signed Add/Drop form must be submitted to the Department of Admissions and Records. Students must also resolve all financial obligations with TSC. Official withdrawals must be entered into Colleague on the date the student submits an Add/Drop form. Official Withdrawals are effective as of the date entered and may not be entered at a later date and then backdated, except under special circumstances and only by the Office of the Admissions and Records. The official withdrawal date is used for determining the amount of Title IV financial aid earned and to identify if any aid must be returned. A student who has attended or academically participated in courses past the 60% point in the semester will have earned 100% of the federal aid funds received.

Unofficial Withdrawals/Failure to Earn a Passing Grade

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course during the semester, TSC will assume, for Title IV purposes, that the student has unofficially withdrawn, unless TSC can document that the student completed the semester. TSC is required to calculate the amount for Return of Title IV funds based on the last day of a student's last date of attendance at an academically related activity, as documented by the school, as the withdrawal date. TSC requires faculty to report a "last date of attendance" for all students awarded a non-passing grade. The "last date of attendance" may consist of the last date the student attended class or the last date the student submitted an academic assignment for the class. Therefore, TSC will use the reported last date of attendance submitted by your instructor(s), as the student's withdrawal date. If no date is provided, the midpoint of the period will be used as the student's withdrawal date. A student that attended past the 60% point in the semester, will have earned 100% of the federal aid funds received. The student will be notified of the responsibility to repay unearned funds to the appropriate program and/or to TSC.

Students Who Never Attend Class

Faculty are responsible for reporting students who do not attend class within the first week and, for online courses, students whom they have had no academic contact during the first week.

Important: No-show means that a student has not participated in a class. Participation may be marked by a written response, submitted work, attendance in a synchronous class lecture, or any documented academic related activity. Merely logging into the class does not constitute attendance or academic contact.

If a student is a financial aid recipient, and is reported as a no-show, the student's aid will be adjusted to reflect the actual number of credits for the courses attending. When the student has received financial aid, and are dropped as a no-show, TSC must return that portion of funding to the Department of Education.

Reinstatements are available on a limited case-by-case basis and the student must contact the instructor to request reinstatement.

Refund Policies

There are two separate refund policies Title IV recipients should be familiar with when considering withdrawing from all classes. The two policies are managed by different offices and have different requirements: 1) TSC's Tuition Refund Policy, which is located in the "Tuition and Fees" section of the TSC Catalog under "Tuition Refund Schedule" and at: www.tsc.edu/apply-now/tuition-and-fee-schedule/; and 2) The Department of Education's Return of Title IV Funds policy, which uses a federally mandated formula described below.

The Federal Return of Title IV funds formula dictates the amount of Federal Title IV aid that must be returned to the Department of Education by the school and the student. The formula is applicable to TSC students withdrawing up through the 60% point of the semester.

In general, federal regulations assume that students earn Title IV aid awards directly in proportion to the number of participation days in the term prior to withdraw. If students withdraw completely from school during a term, TSC must calculate the portion of the total scheduled Title IV aid earned and is, therefore, entitled to receive.

The amount of assistance students earn is determined by the percentage of days the students completed during the semester. For example, students who complete 30% of the semester earn 30% of the assistance they were originally scheduled to receive. This means the 70% of the scheduled award must be returned to the Department of Education.

Once students have completed more than 60% of the semester, they will have earned 100% of the assistance they were scheduled to receive for that semester.

Under Title IV regulations, students participating in programs offered in modules are considered to have withdrawn if attendance ceases at any point prior to completing the payment period or period of enrollment. The Financial Aid Office will calculate a return of aid unless students provide written confirmation at the time of withdrawal that they will attend a module that begins later in the same payment period or period of enrollment.

Students who withdraw before completing 60% of the semester may have to repay unearned Title IV financial aid funds that were already disbursed to them. If students (or parent on the students' behalf) received excess funds based on this calculation, TSC must return a portion of the excess funds equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds; or
- The entire amount of the excess funds.

Order of Return of Funds

If TSC is not required to return all of the excess funds, students must return the remaining amount. The order that TSC must return Title IV funds up to the net amount disbursed, to the federal programs is as follows:

1. Unsubsidized Direct Loans (other than Direct PLUS Loans),
2. Subsidized Direct Loans,
3. Direct PLUS Loans,
4. Federal Pell Grants for which a return is required,
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required, and
6. Iraq and Afghanistan Service Grant for which a return is required.

Post-Withdrawal Disbursements

If the amount of Title IV funds disbursed to students is less than the amount earned, it may be considered a post-withdrawal disbursement. Outstanding charges for tuition and fees on students' accounts can be applied against a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, TSC must obtain students' permission before it can disburse them. Students may choose to decline some or all of the loan funds to avoid incurring additional debt. TSC may automatically use all or a portion of students' post-withdrawal disbursement of grant funds for tuition and fees. TSC requires students' permission to use post-withdrawal grant disbursements for other institutional charges. If students do not give their permission, the funds will be offered to them directly. However, it may be in students' best interest to allow the school to keep the funds to reduce their debt at TSC.

Financial Consequences of Withdrawing

When Title IV grant or loan recipients withdraw, they may no longer be eligible for the full amount of financial aid funds that they were originally awarded. Changes in enrollment at any point in time during the semester may result in financial aid reductions. In most cases, students will owe a debt to TSC, and a hold may be placed on students' accounts until the debt is paid.

State and Federal Grants

Federal Pell Grant

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to the:

- Educational costs at the institution (the cost of attendance),
- Student's enrollment status,
- Annual appropriations and award maximums set by Congress, and
- Student Aid Index on the student's Student Aid Report.

Pell grant funds are awarded once per semester, and summer awards are made if the student's annual eligibility has not been exhausted during the fall and spring semesters.

A year-round Pell grant is available. Students who attend classes full time during fall and spring semesters might be eligible for an additional Pell grant during summer sessions as long as they meet eligibility requirements. Students must contact the Financial Aid Office for eligibility.

Federal Supplemental Educational Opportunity Grant (SEOG)

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero Expected Family Contribution who are working toward a degree or certificate in an eligible program.

Texas Public Educational Grant (TPEG)

TPEG assist undergraduate students who demonstrate financial need as determined by the Financial Aid Office. The amount of the award is based on need and availability of funds. Students must be undergraduates who are Texas residents, non-resident students, or foreign students.

Texas Educational Opportunity Grant (TEOG)

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

- Be classified as a Texas resident by the institution;
- Be registered with Selective Service, or be exempt from registering;
- Have applied for any available financial aid;
- Have financial need;
- Be enrolled at least half-time as an undergraduate student in an associate degree or certificate program at a two-year institution;
- Not have attempted more than 30 semester credit hours (SCHs), excluding credits for dual enrollment or by examination;
- Not have earned an associate or baccalaureate degree;
- Not be concurrently receiving a TEXAS Grant;
- Not have been convicted of:

- any felony; or
- any offense under the law of any jurisdiction involving a controlled substances as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act)

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an associate or baccalaureate degree;
- Maintained a 75% course completion rate in the most recent academic year;
- Maintained a 2.5 GPA or better; and
- Received a TEOG for no more than 75 attempted semester credit hours.

Student Loan Programs

William D. Ford Federal Direct Loan Program

TSC provides loan funds directly from the Federal Government under the William D. Ford Federal Direct Loan Program.

To receive a Direct Loan, all students must complete the following requirements available online:

- Review and accept loan offer via TSC Self-Service,
- Complete loan entrance counseling, and
- Complete a new Electronic Master Promissory Note (EMPN).

Direct Student Loan Programs (Subsidized and Unsubsidized)

Direct Student Loans are low-interest student loans certified by TSC and guaranteed by the federal government.

For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time. Unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle. Dependent students may borrow subsidized loans up to \$3,500 during their grade level one year and up to \$4,500 in grade level two in addition to \$2,000 of unsubsidized loans each year. Independent students can borrow up to the same level of subsidized amounts per grade level, and an additional \$6,000 in unsubsidized loans per year. Because subsidized loans are based on financial need, the Financial Aid Office establishes the amount students are eligible to borrow. Students must complete a counseling session concerning the loan, repayment of which begins six months after the student leaves school or drops below half-time status.

There is a limit to the maximum time period (measured in academic years) for students who are borrowing subsidized loan for the first time starting July 2013 and before July 1, 2021. In general, students may not receive Direct Subsidized Loans for more than 150% of the published length of the program of study. This is called the "maximum eligibility period."

For example, if a student enrolls in a two-year associate degree program, the maximum period for which the student can receive Direct Subsidized Loans is three years (150% of 2 years = 3 years). If a student enrolls in a one-year certificate degree program, the maximum period for which the student can receive Direct Subsidized Loans is 1.5 years (150% of 1 year = 1.5 years).

The maximum eligibility period is based on the published length of the student's current program of study. This means that the maximum eligibility period can change if a student changes programs. In addition, if a student received Direct Subsidized Loans for one program and then changes to another program, the Direct Subsidized Loans received for the earlier program will generally count against the new maximum eligibility period.

After July 1, 2021, the maximum time period no longer applies to new borrowers.

Disbursement of Loan Funds

For students who are attending fall and spring, the loan disbursements will be made once per semester. For students who are attending only one semester, the full disbursement will be made at the beginning of the semester.

Students applying for loans are required to complete a loan counseling session and an exit interview if they are graduating, transferring, withdrawing, or dropping below half-time status from the college. For information on loan applications and deadlines, visit the TSC Financial Aid web page. Additional information about the Federal Direct Loans program is available at the [Federal Student Aid](#) web page.

Federal Direct PLUS Loans Program

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half time. Repayment for parent borrowers begins 60 days after disbursement of the entire loan amount. The PLUS loan amount, together with all other financial aid, may not total more than the student's Cost of Attendance.

Consolidation Loan Program

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

Federal and State Work-Study Program

The Federal and State Work Study Program provides a job for undergraduate students enrolled at least half time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate is typically above the current federal minimum wage. The amount of Work Study awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. Students are typically approved to work at least 15 hours per week. Work-Study students are paid twice per month.

The State Work-Study program requires applicants to be Texas residents attending a public or non-profit independent college in Texas. The state program further requires that students be enrolled at least half time and not be on an athletic scholarship or enrolled in a seminary or other program leading to ordination or licensure to preach.

Registration

Current students and applicants who have completed admission processing are eligible to register. Students are encouraged to use online services for registration and tuition/fee payment.

- The College offers many services through web access through [TSC Self-Service](#). Internet access is provided through on-campus computer stations located near the Office of Admissions and Records in the Oliveira Student Service Center.
- Accessing records through unauthorized user ID and password can result in disciplinary action.
- Registration assistance is provided through the Office of Enrollment.
- Students must adhere to the registration deadlines outlined in the current Academic Calendar.
- Students are encouraged to plan early for registration and make arrangements for payment before registration begins.

Course Numbering System

All courses are designated with a prefix, which denotes the field of study and a four-digit course number.

Course Numbering Guidelines:

- The first digit of the number indicates the classification of the course: 1 – freshmen, 2 – sophomore, 0 – developmental (Exception: ORIN 0101 or non-credit courses)

- The second digit indicates the number of semester credit hours the course carries.
- The last two digits indicate the course sequence. Thus ENGL 1301 is the first English course in the sequence.
- Courses listing a Texas Common Course Number comply with the Texas Common Course Numbering System (TCCNS). These courses are designed to ease transfer to public colleges and universities in Texas.
- Courses that are designed for a specific technical program follow the Workforce Education Course Manual content and numbering system.

Prerequisite and Corequisite Courses

A prerequisite is a course that must be completed (often with a certain minimum grade) or a skill that must be demonstrated before students can enroll in a more advanced course. For example, ENGL 1301 Composition I is a prerequisite for ENGL 1302 Composition II.

A corequisite is a course that a student must enroll in at the same time as they are enrolled in the desired course. For example, a READ 0323 College Reading course must be taken with an accompanying READ 0023 Fundamental Lab. Certain program courses must be taken as corequisites.

Enrollment in all required prerequisite and corequisite courses is enforced when a student attempts to register.

Semester Course Load

The minimum semester load for full-time status in a fall or spring semester is 12 semester credit hours. Students who wish to enroll in more than 17 semester credit hours must have the approval of the division Dean. The maximum course load shall be no more than 21 semester credit hours. A summer semester consists of a variety of variable length terms. The normal 5-week summer semester load is six semester credit hours or 12 semester credit hours for a full summer semester. The maximum summer course load shall be eight semester credit hours for one term or 16 semester credit hours for a full summer semester.

Workforce Training and Continuing Education

The mission of Workforce Training and Continuing Education (WTCE) is to enhance the employability of students, increase the performance and career satisfaction of employees in business and industry, and be a leader in the economic and workforce development of the surrounding communities and region. To accomplish this mission, WTCE offers an array of non-credit education and training programs to individuals and a broad range of customized training services to business and industry.

A student enrolled in Workforce Training and Continuing Education programs is a non-degree-seeking student who is taking course work for entry-level employment in the workforce, skills upgrade while employed, and/or personal enrichment. While Workforce Training students are typically not eligible for state or federal financial aid, students enrolling in select Workforce Training programs may be eligible for financial assistance through Workforce Solutions Cameron. Non-degree-seeking students may still need to be assessed for college readiness in order to meet institutional course prerequisites or for licensure purposes.

Continuing Education Units (CEU) measure completion of segments in non-credit programs. One CEU represents 10 contact hours of participation. These units are not substitutes for college credits but a means of reporting continuing education activities. TSC, as an institution accredited by the Southern Association of Colleges and Schools, will award and note on a student's transcript CEUs for all workforce-related Continuing Education courses. Many professional associations and industries require and recognize CEUs as an indication of an individual's professional growth and development.

CEU courses completed at TSC may be eligible to have those courses applied as semester credit hours upon approval of the Vice President of Instruction and appropriate Dean. The student must complete at least six semester credit hours at TSC and apply under the Prior Learning Assessment Program. Competencies for the continuing education courses will be compared to credit courses under the direction of the appropriate Dean and approved by the Vice President of Instruction. Applied credit will become a

part of the student's permanent record only after the student meets all other institutional and program requirements.

For a schedule of classes and for more information on tuition and fees and refunds, contact the Office of Workforce Training and Continuing Education:

International Technology Economic and Commerce Center (ITECC)
Suite D3A-102
301 Mexico Blvd
Brownsville, Texas 78520
(956) 295-3724

Admissions to and Enrollment in WTCE Programs

The vast majority of the Workforce Training and Continuing Education (WTCE) courses/programs have no admission requirements other than completing an application prior to registering for a course. Some specialized programs may have a list of requirements students will need to complete prior to enrollment. Registration into a WTCE program must be recorded and officially processed by the Office of WTCE.

All WTCE courses are contingent on student enrollment. Any scheduled course that fails to meet minimum enrollment requirements will be rescheduled, and students will be notified of the later start date.

Tuition and fees for WTCE courses may vary in price depending on the length of the course, special equipment or labs used in training, and other factors. Tuition and fees are approved annually by the TSC Board of Trustees. All tuition and fees are required to be paid in full prior to the first day of class unless the student is sponsored by a business or agency. If a student is sponsored by a business or agency, the invoice will be generated no later than the third day of class.

Students who drop a course prior to the first class day will receive a 100% refund. Students who drop on or after the first class day will not receive a refund and will be responsible for all course fees.

Attendance, Drops and Grades in WTCE Programs

Students are responsible for attendance and completion of work in WTCE courses. The Office of WTCE will request an attendance form from each instructor. Course attendance requirements are stipulated in all course syllabi or published rules and regulations.

Students may drop courses or withdraw from the WTCE program by obtaining an Add/Drop form from the Office of WTCE, completing the form, obtaining the appropriate approval signatures (student and program director/coordinator), and submitting the form to the Office of WTCE. Students are responsible for following up and confirming that requests to withdraw from classes have been processed. Instructors have the right to drop students if they have been absent from class for a specific time period or for an academic requirement.

Grades of "Pass" or "Fail" are typically awarded in WTCE classes. Unless otherwise noted in the syllabus, students must complete each course with at least a 70% average to successfully complete the program and receive a grade of "Pass". Students who do not have acceptable classroom attendance or fail to meet learning objectives will receive a "Fail" as a recorded grade.

Students who successfully complete CE courses receive a certificate certifying the number of hours awarded. Students completing CE courses receive one hour for every hour of participation in a workforce training and continuing education course or program.

Adds, Drops, and Withdrawals

Students should carefully consider all options before registering and changing their schedules. The registration period ends approximately a week before the first day of the term. A schedule change period is provided each semester prior to the start of the term. From the beginning of classes through the

census date, changes made in courses will not appear on the official transcript. Students withdrawing after the census date will receive a grade of "W" during the withdrawal period. Official "W" recording dates are listed in the Academic Calendar. It is very important to note that:

- All class schedule adjustments must be recorded and officially processed by the Office of Admissions and Records. Students may drop courses or withdraw from the college by completing an Add/Drop form, obtaining the appropriate approval signatures, and submitting the form to the Office of Admissions and Records.
- Withdrawing from a class after the census date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. See "Drops and Withdrawals" below.
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying the Office of Financial Aid of enrollment changes is not an official notification to TSC.
- No drops or withdrawals will be accepted by phone or over the Internet.
- A \$5.00 add/drop fee will be charged.

Add/Drop forms are available at the Office of Admissions and Records. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Adds

Classes may be added only during open enrollment or designated add/drop periods. Once the semester/session begins, students may not add a class. See the Academic Calendar section of this catalog for important dates. A \$5.00 fee will be charged for every add. Students must consider additional tuition and fees when adding courses during add/drop period.

Students may add classes only:

- During open enrollment, or
- During designated add/drop periods.

Drops and Withdrawals

Students may withdraw completely from the College or drop a class at any time during open enrollment or designated add/drop periods. Once the semester/session begins, students may drop a class without a recorded grade up until the official semester/session record date (census). After the official record date, students may withdraw from classes until the final semester/session withdrawal deadline. Withdrawing during this period will result in a "W" on the student's transcript. See the Academic Calendar section of this catalog for important dates. A \$5.00 fee will be charged for every drop.

Students may drop classes:

- During open enrollment,
- During designated add/drop periods, or
- After classes begin, but before the official record date.

Students may withdraw from classes:

- After the official record date ("W" on transcript).

Students are responsible for withdrawing from courses they do not wish to attend. If they do not wish to attend one or all of their classes, students must withdraw prior to the first day of class or they may be responsible for payment of all tuition and mandatory fees, including incidental fees. Students who

withdraw after classes begin may receive a partial refund, based upon the TSC withdrawal and drops schedule.

Refund Schedule for Withdrawn or Dropped Courses

The refund schedule pertains to those students who drop or withdraw from one or more courses during the semester. Students may inquire with the TSC Cashier's Office for details.

1. If the student withdraws/drops during a sixteen-week semester:
 - a. Prior to the first class day - 100%
 - b. During the first 15 class days - 70%
 - c. During the 16th-20th class days - 25%
 - d. The 21st class day and thereafter - None
2. If the student withdraws/drops from a ten-week term or session:
 - a. Prior to the first class day - 100%
 - b. During the first nine days class - 70%
 - c. During the 10th-11th class days - 25%
 - d. The 12th class day and thereafter - None
3. If the student withdraws/drops during an eight-week term or session:
 - a. Prior to the first class day - 100%
 - b. During the first eight class days - 70%
 - c. During the ninth or tenth class days - 25%
 - d. The 11th day of class and thereafter - None
4. If the student withdraws/drops during a five-week term or session:
 - a. Prior to the first class day - 100%
 - b. During the first five class days - 70%
 - c. During the sixth class day - 25%
 - d. The seventh day of class and thereafter – None

For flex entry and non-semester-length courses with a census date other than the 12th class day (fourth class day for a six-week summer semester):

1. Prior to the first class day - 100%.
2. After classes begin (see the table below).

Length of Class Term in Weeks	Last Day For 70% Refund	Last Day For 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

College-Initiated Drops

The College reserves the right to drop students from classes for student code of conduct violations. Violations of the TSC Student Code of Conduct may result in disciplinary sanctions. These sanctions include being withdrawn from classes.

Three-Peat (Third-Attempt) Enrollment Ruling

TSC will charge a higher tuition rate to students registering for the third or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third or subsequent attempt. Students should meet with a College Enrollment Coach to determine if they are retaking a course for the third time.

Developmental Education Enrollment Ruling (18-Hour Rule)

TSC will charge a higher tuition rate to students registering for college preparatory (developmental education) courses who have accumulated at least 18 hours of credit in developmental education courses. College preparatory courses include all courses that begin with a zero, except for ORIN 0101 and non-credit courses. In addition, TSC will charge a higher tuition rate to students registering for college preparatory (developmental education) English as a Second Language (ESOL) courses who have accumulated at least 27 hours of credit in developmental education ESOL courses.

Six Course Drop Ruling

Texas public community colleges, technical institutes/colleges, health science institutions offering undergraduate course work, and universities must comply with the legislation of TEC 51.907 (SB 1231). Section 51.907 of the Texas Education Code, enacted by the State of Texas, Spring 2007, applies to students who enroll in a Texas public institution of higher education as a first-time freshman in Fall 2007 or later.

Students are limited to taking a total of six course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under the following conditions:

- The student was able to drop without receiving a grade or incurring an academic penalty,
- The student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date, and
- The student is not dropping the course in order to withdraw from the institution.

Students must visit the Office of Admissions and Records to apply for a Six Drop Waiver. Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop.

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six drops will be awarded the grade earned at the end of the semester.

The College may not permit a student to drop more than six courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless:

- (1) the student withdraws from all courses, or
- (2) the drop is authorized by an appropriate College official as an approved Drop Exception. The official day of record for an undergraduate regular term course is the 12th class day (census date). Check the calendar for all census dates, including other than regular terms.

Transfer students who are affected by this legislation shall be required to submit all transfer institution transcripts for processing during the admissions process. The number of drops counting toward the six-drop limit will be indicated on the official transcript. The total drops from all transfer institutions and TSC cannot exceed six total drops.

Students that have accumulated six drops may not be permitted to accumulate another drop. The student will receive the grade earned in the course.

Drop Exceptions can be approved by the Associate Vice President of Student Services if the student documents one of the following:

1. The student, a member of the student's family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition;
2. The student becomes responsible for the care of a sick, injured, or needy person;
3. There is a death in the student's family or of a non-family member of equally important relationship;
4. The student or a member of the student's family, or a person of equally important relationship to the student, is called to active-duty service as a member of the Texas National Guard or the Armed Forces of the United States;
5. There is a documented change of the student's work schedule that is beyond the student's control; or
6. The course is dropped while the student is still in high school.

Students may request a Drop Exception on the TSC website. Requests can be submitted no later than 30 days after the end of the term. Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent terms and may incur other enrollment limitations or requirements. TSC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions.

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

- Courses taken by students while enrolled in high school – whether for dual credit or early admission. Once graduated from high school the drops will begin to count.
- Courses dropped at private or out-of-state institutions.
- Remedial or developmental courses, workforce education courses, or other courses that would not generate undergraduate credit that could be applied to a degree.

Drops which meet the definition of a complete withdrawal.

Official Withdrawals

A total withdrawal from TSC is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal. Students may withdraw only after meeting with a faculty member or Student Success Coach.

To officially withdraw from TSC, students must:

- Resolve all financial obligations to TSC, and
- Submit withdrawal forms to the Office of Enrollment.

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, TSC, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under Texas Southmost College guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, or
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

TSC shall provide a 100% refund with the presentation of military orders.

Reinstatement to Class

A student who was dropped may be reinstated to class at the discretion of the instructor of record, only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and department chair or division dean and submitted to the Office of Admissions and Records. A reinstatement fee may apply.

College Preparatory Courses (Developmental Education)

Students who score below specified level of the TSIA or who are placed through other college-approved holistic measures will be required to enroll in college preparatory (developmental education) courses until "C" or higher grades are earned in all required college preparatory courses or until the students pass a retest in the same area. A First-Time-In-College (FTIC) student assessed as needing remediation in any area is required to complete all college preparatory (developmental education) courses before enrolling in college-level coursework. If a College Preparatory Studies (CPS) student is enrolled in the exit level college preparatory course (e.g., INRW 0422, MATH 0322, or MATH 0320), the student may be allowed to take college-level courses that do not require TSI standards. Students who successfully complete the exit level developmental education math or integrated reading and writing course, and return to TSC the following semester, must enroll in a college level math or writing course the following semester unless the declared program of study prescribes that the math or writing course be taken during a later semester.

Corequisite models give developmental education students the opportunity to enroll in credit-bearing courses while simultaneously completing their developmental education course work. TSC students will transfer learning strategies and skills to general education (non-developmental) courses.

Developmental courses do not transfer as college credit to other colleges and universities and do not count as credit toward graduation requirements.

Holistic Advising

The Texas Higher Education Coordinating Board has mandated Holistic Advising for placement. TSI Rule 4.53 definition of differentiated placement is the advising and placement of students based on individual strengths and needs. Placement may be based on:

1. TSC Assessment Cut-Score,
2. Diagnostic Profile,
3. High School GPA/Class Ranking,
4. Prior Coursework,
5. Workplace Experience,
6. Non-cognitive Factors (motivation, self-efficacy), and
7. Family Life Issues (job, transportation, finances, childcare, etc.).

English for Speakers of Other Languages (ESOL)

ESOL courses are considered college preparatory (developmental education) courses. In addition to the TSI Assessment, TSC students may be required to take ESOL placement tests. The College has the right to require students to enroll in noncredit or credit ESOL courses if it is determined that such courses would benefit the student.

Accelerated Programs

TSC is committed to implementing policies and instructional delivery techniques based on research and best practices as determined by the latest research and pedagogies utilized by community college experts. Accelerated learning is the reorganization of instruction and curricula to expedite the completion of developmental education and general education coursework. This means that TSC students may begin their program coursework sooner and reach their ultimate goals faster.

TSC currently offers a variety of accelerated learning opportunities:

- Accelerated 5-Week Courses,
- Accelerated 8-Week Courses,
- Corequisite Programs,
- College Prep Programs,
- Mainstreaming Programs, and
- Non-course Competency-based Options (NCBO).

More information regarding these programs can be found on the divisional web pages.

Freshmen Seminar Course

TSC is committed to supporting students in meeting their educational goals by requiring a Freshmen Seminar (ORIN 0101) for all First-Time-In-College (FTIC) students and transfer students who have completed fewer than nine semester credit hours. Students may also enroll in Learning Frameworks EDUC 1300 or PSYC 1300 to fulfill this requirement.

The Freshman Seminar and Learning Frameworks courses examine factors that underlie learning, success, and personal development in higher education. These courses focus on research and theory in the psychology of learning, cognition, and motivation. They include information such as processing and self-regulation, factors that impact learning, strategic learning, and educational and career planning.

Dual Credit Programs

TSC offers qualified high school students the opportunity to earn college credit while in high school through three different, but related, programs: Dual Enrollment, Early College High School (ECHS), and Pathways in Technology Early College High School (P-TECH). These dual credit programs allow students to experience college-level academic expectations and develop corresponding study habits and time management skills while attending high school. These programs also allow students to save money on college tuition and gain flexibility in college by completing required college courses free of charge while in high school. College credit earned upon successful completion of dual credit courses may be applied toward a certificate or an associate degree at TSC or may be transferable to other colleges and universities.

Dual Enrollment

The Dual Enrollment program also provides high school students the opportunity to earn up to 60 hours of academic or career/technical education college credit while in high school but allows students more flexibility in choosing how they wish to pursue the program of study. There is no limit as to the number of courses a student may take for dual credit during a given semester or a given year. Dual Enrollment courses are offered at all participating high schools and are open to all students.

High school students admitted to the program must meet the same requirements as all other college students within the guidelines established by THECB. For information regarding the admission process for dual enrollment students, please see the Admission section in this catalog.

Early College High School

The Early College High School program (ECHS) is designed to provide students at-risk of not otherwise attending college the opportunity to earn up to 60 semester credit hours leading to an associate degree while attending high school. Unlike the Dual Enrollment program, the Early College High School program is only available to students attending a high school which has been designated an Early College High School by the Texas Education Agency (TEA).

Students apply for admission to the Early College High School program at their respective Early College High Schools. Those selected are expected to follow a prescribed program of study leading to a 60-SCH associate degree. Early College High Schools provide robust academic support services to assist students in successfully completing the program of study in four years.

For information regarding the admission process for ECHS enrollment students, please see the "Admission" section in this catalog.

Pathways in Technology Early College High School

The Pathways in Technology Early College High School program is designed to allow students least likely to attend college an opportunity to receive both a high school diploma, credential and/or a technical associate/certificate degree while attending high school. Unlike the Dual Enrollment program, the Pathways in Technology Early College High School program is only available to students attending a high school which has been designated as a Pathway in Technology Early College High School by the Texas Education Agency (TEA).

Students apply for admission to the Pathways in Technology Early College High School program at their respective Pathways in Technology Early College High School. Those selected are expected to follow a prescribed program of study leading to a 60-SCH associate degree and/or level one certification. Pathways in Technology Early College High School provide robust academic support services to assist students in successfully completing the program of study in four years.

For information regarding the admission process for P-TECH enrollment students, please see the "Admission" section in this catalog.

Off-Campus Instructional Sites

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) publishes the locations of all approved off-campus instructional sites. For more information visit: Texas Southmost College at SACSCOC.

Student Services

Student Handbook

The Student Handbook serves as a guide to help students learn about programs and opportunities at TSC, as well as to set forth basic expectations for students. The handbook will answer many questions students may have about academics, conduct, programs, and other day-to-day aspects of school life. The Student Handbook is available on the TSC [Student Handbook](#) web page. All students are expected to be familiar with the contents of the Student Handbook.

Advising Center

TSC provides advisement to students at the Office of Strategic Enrollment and Testing, located in the Oliveira Student Services Center. Advising information can also be found at the [Academic Advising web page](#). All current or returning TSC students are encouraged to meet with a Student Success Coach before registering to discuss course selection and preparation of degree plans. Students not deemed "college ready" according to TSI requirements are required to meet with a Student Success Coach until TSI requirements are met. First-Time-in-College (FTIC) students must see a College Enrollment Coach during their first year of attendance at TSC.

It is important that all students visit with a Student Success Coach on a regular basis. Coaches will provide assistance with:

- Academic and admission advising,
- Associate degree or certificate planning,
- Assessment interpretation,
- Information on academic programs,
- Course recommendation,
- Registration assistance,
- Assistance with dropping or withdrawing from a course,
- Graduation requirements,
- Referral to on-campus student services,
- Referral to community services, and

- Change of major.

Testing Center

TSC requires assessment for each student in reading, writing, and mathematics to determine proper placement into college entry courses. The TSC Testing Center is committed to students' success by offering a variety of testing services that advance students' higher educational goals. The Testing Center is located in the Oliveira Student Service Center.

Testing Services include:

- Assisting with the coordination of TSI Assessment with the Office of Disability Services,
- CLEP Testing,
- Entering valid and official placement scores,
- Entering valid and official credit by exam scores,
- Evaluating TSI College-Ready from official transcripts,
- ESOL Accuplacer testing,
- HESI Nursing Entrance Exam,
- Pearson VUE testing,
- Pre-assessment activity session,
- Proctoring online class exams, and
- TSI Assessment testing on-campus and off-campus.

Testing Office Requirements:

- Students must have a photo-ID (government issued ID, school ID, passport, etc.).
- Students must have a TSC ID number in order to test or to submit scores for entry in their Colleague account. The TSC ID numbers are created for students after they submit an application for TSC through [ApplyTexas](#).
- Students must schedule an exam in person.
- Before students take the TSIA, they must complete a Pre-Assessment Activity or have previous experience with placement tests, such as the TSIA, COMPASS, ACCUPLACER, THEA, or ASSEST.
- Students must register for the TSIA at least one day in advance and payment must be received at the same time the appointment is scheduled.
- Students must request official score reports of test(s) taken at TSC one day in advance by submitting an Official Test Score form.
- Students interested in scheduling a proctored exam must submit a Proctor Request form. Proctored exams are scheduled around the Testing Office standing test schedule.
- Students requesting Credit-by-Exam scores to be entered must submit an AP/CLEP Score request form. No credit will be awarded until the student has successfully completed at least six semester credit hours of course credit from TSC.

Transfer Planning

During enrollment at TSC, students can fulfill the lower division General Education Core requirements toward a baccalaureate degree. Students wishing to transfer to a senior university or college may consult with a Student Success Coach to learn about the transfer process and to navigate the selected institution's website. TSC makes every effort to assist students wishing to transfer; however, the student should consult with the intended college or university to ensure transferable courses are taken at TSC. In addition, students are provided with information regarding university admission requirements, scholarship opportunities, housing, and contact information for selected senior institutions. Transfer fairs and graduation fairs are held annually, providing students an opportunity to visit with university recruiters. University transfer advisors from various institutions regularly visit TSC each semester to advise prospective transfer students. More information can be found on the [Transfer Maps](#) web page.

Career Planning

Setting a career path is a dynamic process that requires time, planning, and commitment. Students must become aware of their strengths, skills, interests, values, and personality type. The Career and Employment staff can assist students in exploring occupations and learning about the qualifications and experience required to enter a selected field, especially students who are undecided about their career. Through career interest inventories, personality tests, and occupation exploration, students can make an informed decision regarding their future career. More information can be found on the [Career and Employment Services](#) web page.

Job Readiness

Career and Employment staff also support students and alumni as they prepare to enter the workforce, by providing individual and group assistance regarding resume writing, interviewing skills, job market information, and employment referrals. Additionally, a job board is available to assist students in locating employment opportunities. The job board can be found at the TSC [Career and Employment Services](#) web page.

Counseling Services

Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges.

Enrolled students are eligible for free personal counseling services. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file. More information can be found on the [Counseling and Student Accessibility Resources](#) web page.

Accessibility Services

Disability services are provided to qualified students with learning, physical, developmental, mental, and emotional disabilities who are attending TSC. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if they have a physical or mental impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities, and facilities.

Support services include:

- Testing accommodations for placement testing and academic tests;
- Adaptive Technology, such as screen magnification, speech synthesized software, voice-activated software, hearing amplification systems (FM systems);
- Adaptive furniture;
- Readers, scribes (writers), and sign language interpreters;
- Campus and community referrals; and
- Other appropriate academic modifications and disability-related information.

Individuals must be eligible for accommodation services before the services are approved and provided. The counselor will determine if the student meets the criteria to receive accommodations, and if so, what accommodations are appropriate. To begin eligibility review, an individual will need to:

- Complete a Request for Services form.
- Provide current documentation for the disability for which services are requested. Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.
- Arrange an intake appointment with Accessibility Services. Be prepared to spend at least one hour to meet with a counselor and complete the initial intake appointment. Services may be provided in-person, via zoom, or via phone, based on the student's preference.

Approved accommodation services may be provided each semester if the eligible student informs

Accessibility Services that services are needed for the current term. Requests to continue approved services must be in writing. More information can be found on the [Counseling and Student Accessibility Resources](#) web page.

Student Activities

TSC is committed to providing a campus environment that encourages students to participate in programs that promote academic and personal enrichment through the merging of classroom instruction and campus involvement. Through campus involvement, students gain valuable experiences and develop skills in leadership, management, interpersonal communication, problem solving, and collaboration. The Office of Student Life is located in the Camille Lightner Building.

Student Organizations

Student organizations assist students in developing a connection and commitment to TSC while promoting leadership development, self-confidence, and effective group participation. Student organizations provide students with the opportunity to supplement classroom work with activities that meet personal needs for recognition, growth, companionship, civic involvement, and creative effort. A list of active student organizations can be found at the TSC [Student Organizations](#) web page.

Student Government Association

The Student Government Association provides a forum for free and open discussion of matters affecting students at TSC. The Student Government Association promotes the general welfare of the student body by serving as an advocate for student issues and presenting the student perspective to campus administration, faculty, and college committees. More information regarding the Student Government Association can be found on the TSC [Student Government Association](#) web page.

Campus Activities Board (CAB)

CAB is a student organization on campus that fosters personal growth and development. CAB enhances the college community by organizing social, cultural, and educational events that are consistent with the college's academic mission. Students in the organization work closely with the Office of Student Life in planning, implementing, and evaluating the events and programs on campus. Members promote school spirit and student engagement.

Student Leadership Academy

The Student Leadership Academy assists students in developing leadership and interpersonal skills through a series of workshops that emphasize team effectiveness, time management, and conflict resolution. Students have the opportunity to participate in and facilitate various community service projects and network with various local leaders. Through this experience, students can strengthen their resume and become leaders on campus and within the community.

Veterans' Success Center

TSC welcomes all veterans and active-duty military personnel and their families. TSC thanks students for their service to our country and strives to provide a high level of service that conveys our appreciation. The mission of the Veterans' Success Center is to support veterans and family members by providing resources to facilitate the transition from military to academic life, and to provide an environment where veterans can gather to share experiences and support one another through the educational process.

TSC is approved to educate and train service members, veterans, and their eligible dependents through the U.S. Department of Veterans Affairs Education Benefit Programs as well as the Texas Hazelwood Act Exemption.

The following services are provided by Veterans Success Center:

- Application support for admission, GI Bill®, Texas Hazlewood Act, and FAFSA;
- Veteran benefits information and assistance;
- Referrals for veterans and their dependents;
- Education-related printing and email/fax support for veterans and their dependents,
- Computer lab access and support,
- Academic advisement support,
- VA Work-Study Allowance Program, and
- Veterans' Lounge.

The Veterans Success Center is located on the first floor of the Oliveira Building. More information about services can be found on the [Veterans Success Center](#) web page.

U.S. Department of Veterans Affairs Education Benefit Programs

VA Education Service administers five benefits programs to provide resources to help service members, veterans, and their dependents or eligible family members achieve their education goals. These benefits include financial support for undergraduate and graduate degrees, non-college degree programs, licensing and certification tests, apprenticeships, on-the-job training, and more.

Students may apply for GI Bill® benefits online at www.va.gov. The Veterans Administration will issue a Certificate of Eligibility letter in four to six weeks, a copy of which should be submitted to the Veterans Success Center.

Students may be eligible for one or more of the following VA education benefit programs:

- Post-9/11 GI Bill (Chapter 33),
- Montgomery GI Bill Active Duty (MGIB-AD Chapter 30),
- Montgomery GI Bill Selected Reserve (MGIB-SR Chapter 1606),
- Survivors' and Dependents' Education Assistance (DEA) Program (Chapter 35), and
- Veteran Readiness and Employment (VRE – Chapter 31).

Students who desire to change their program of study or new TSC students who have previously used benefits at another institution must complete VA form 22-1995/5495 and provide an updated program of study from the Strategic Enrollment department. Only courses listed on the program of study can be certified for VA educational benefits. Students who register for courses that are not part of their program of study will be responsible for paying for the courses' tuition and fees. The Veterans Success Center will assist with any questions regarding the process.

The TSC Request for Certification form is required to be submitted every semester when requesting Veteran Educational Benefits financial support.

Note: Federal law requires that educational assistance benefits to veterans and other eligible persons be discontinued when students cease making satisfactory progress toward completion of their training objective. Applicants must meet the GPA requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government [website](#).

Texas Hazlewood Act Exemption

The Hazlewood Act is a State of Texas benefit that provides qualified veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. For more information and eligibility requirements, please visit the [Texas Veterans Commission](#) website. All Hazlewood Tuition Exemption Applications must be submitted to the Veterans Success Center office for processing.

As required by state legislation (SB 1210, passed in 2013), students must meet the Financial Aid Standards of Academic Progress for certain waivers and exemptions, such as the Hazlewood Tuition Waiver. These standards are outlined under the TSC Satisfactory Academic Progress (SAP policy for Financial Aid).

Library

The Texas Southmost College Digital Library, located in SET B 1.536, serves as a comprehensive resource hub, providing a range of amenities and services tailored to meet the diverse information needs of the TSC community. Within this dynamic space, patrons can access desktop computers, quiet study areas, black-and-white copy and printing, research assistance, and general library services.

To accommodate the schedules of TSC students, the librarian and library staff are available throughout the fall, spring, and summer semesters, offering their assistance Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday from 10:00 a.m. to 2:00 p.m. The Digital Library's presence extends beyond physical hours, as the library's web page provides patrons with 24/7 access to an extensive collection of scholarly articles, peer-reviewed journals, and e-books. TSC students can access Digital Library resources through the online portal or in person at the library using their TSC student credentials.

The TSC Digital Library offers services via phone or email for those seeking remote assistance, ensuring that the TSC community can effortlessly tap into valuable academic resources, including:

- Thousands of peer-reviewed journals and articles
- More than 66,000 e-books with unlimited user access
- Laptops and calculators available for check-out
- Private study rooms available by reservation

A valid TSC ID is required to check out library materials or use other resources.

New Student Orientation

All new students and transfer students with fewer than nine semester credit hours must attend New Student Orientation, which typically takes place before the semester begins. During the orientation, students will:

- Learn how to access TSC Self-Service,
- Learn about Title IX and the Clery Report,
- Familiarize themselves with the Canvas Learning Management System,
- Learn about satisfactory academic progress and good standing, and
- Discover other services and programs critical to their success as TSC students.

Centers for Academic Excellence

The Centers for Academic Excellence (CAE) facilitate academic success by offering student-centered peer tutoring from caring and supportive peer tutors. Our face-to-face tutors are located in North Hall first floor, and ITECC Room F-6. Tutors are trained and certified according to the College Reading and Learning Association's (CRLA's) International Tutor Training Program, ensuring excellent service for our students. Online tutoring is also available 24 hours a day, 7 days a week, through the [Brainfuse online tutoring platform](#). Face-to-face and online tutors assist students with a variety of classes, including composition, college algebra, anatomy and physiology, government, and psychology, to name a few. Tutors can also help students develop good study skills, so they may have the tools and strategies necessary to be independent learners. In addition to tutoring, the CAE offers computer use, calculators, audio and video recording studios, school supplies, charging stations, study rooms, and printing services. Hours of operation can be found on the TSC [Centers for Academic Excellence](#) web page.

Centers for Academic Excellence Computer Centers

The Centers for Academic Excellence (CAE) offers several open-use computer centers where students can access TSC Self-Services and Canvas, check their email, print materials, and work on class assignments. Lab locations and hours of operation can be found on the TSC [Centers for Academic Excellence](#) web page.

Student Identification

User ID and Password

User IDs and passwords provide security access to the College online registration system and student email. Once a student is admitted to TSC, a username and temporary password are assigned. Students will then be able to log in and create a unique password for themselves.

Identification Card (Photo ID)

Students are required to have a TSC ID. Students seeking a student photo ID must be registered for that semester with their tuition/balance paid through one of the options: financial aid, tuition paid in full, or via an installment plan. Students requesting a student photo ID will be asked to show proof of identity by providing a valid photo ID (such as a Texas driver's license) along with their class schedule. All students must present a student identification card for access to such services and activities as library usage, campus recreation facilities, special events, academic advisement, and transcript requests. The first TSC ID is free. A \$10.00 fee is charged to replace an ID card. Student identification cards are available at the Office of Admissions and Records.

Public Safety

Campus Parking Regulations

If a student plans to park a vehicle on campus, they must register the vehicle and display a current parking permit. Purchasing a parking permit does not guarantee a parking space but does authorize parking in designated parking areas under control of TSC. Students may purchase a permit any time at the Cashier's Office during regular office hours. Only registered students are allowed to obtain parking permits. Temporary/Visitor Parking Permits are available for purchase for \$20 at the Cashier's Office and pick up at the Safety and Security office, located at the Newman Building. More information is available on the TSC [Parking Permits & Enforcement](#) web page.

Safety

The safety of students, faculty, staff, and visitors is a top priority for TSC. Everyone in the campus community is responsible for creating a safe environment and is encouraged to report all safety concerns by calling campus security or through the LiveSafe app. TSC contracts with Allied Universal Security and the Brownsville Police Department to provide patrolling and security. The contact number for security is (956) 295-3700 for non-emergency situations. When calling, please identify yourself, your location, and the situation so that you can be properly assisted. 911 should be called in cases of medical emergency, crisis, or other life-threatening situation needing a police officer or emergency medical responder.

Lost and Found

TSC maintains a lost and found located in the Newman Building for items that were returned to TSC Security. TSC is not responsible for property not found on its premises or not turned in to the Newman Building; personal property is the responsibility of the owner. Individuals who find property should deliver it to TSC Security promptly.

Emergency Alert Notification

TSC has partnered with RAVE Mobile Safety to provide an emergency alert system that delivers messages to TSC e-mail addresses, as well as to registered cell phone numbers. Students, faculty, and staff information is automatically updated in the RAVE Emergency Notification System each semester. TSC

strongly encourages students, faculty, and staff to log in to their RAVE account at <https://getrave.com/login/tsc> to confirm contact information and to choose notification preferences.

Campus Closures

Classes at TSC may be closed due to unforeseen circumstances. Notification is made through RAVE notification, e-mails, social media, and on the College website. If classes are cancelled due to inclement weather or other emergencies, classroom hours will be rescheduled at the discretion of the instructor, who will notify students of rescheduled classes through their TSC email account.

TSC Online

TSC Self-Service is the College's electronic communication tool used to connect current and prospective students, faculty, and staff to online academic communities. TSC Self-Service can also be used to deliver targeted content to diverse user groups and capitalizes upon TSC's robust information technology services to enhance learning, student services, campus life, and outreach.

TSC Digital College

Educational Technology and Online Learning (ETOL)

The Office of Educational Technologies and Online Learning (ETOL) supports the TSC Digital College's teaching and learning activities by providing students, faculty, and staff members with a reliable Learning Management System and tools for a seamless online experience. The Learning Management System, Canvas, improves the delivery of content to students while providing faculty with the ability to develop, deliver, and manage courses at a high level of quality and proficiency.

Distance Education

Distance Education is the formal education process that occurs when students and instructors are in separate physical locations for the majority of instruction (more than 50%), as defined in Texas Administrative Code, Chapter 21, §2.202.

Online Courses

Online courses are those in 100% of instructional activity takes place when the students and instructors are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internship/fieldwork, or other non-instructional activities do not exclude a course from this category. The objectives and content of online courses are the same as those offered in a traditional classroom setting. Students must have effective time management skills and be able to allocate sufficient time to complete the required coursework. In the course schedule, an online course section is identified with a "V".

Blended Courses

Blended courses are those in which more than 50% percent but less than 100% of instructional activity takes place when the students and instructors are in separate physical locations. The objectives and content of blended courses are the same as those offered in a traditional classroom setting. The purpose of a blended course is to take advantage of the best features of both face-to-face and online learning. In the course schedule, a blended course section is identified with a "B".

Some online and blended courses may require specific software and/or hardware. To access online and blended courses from off-campus sites, a student must have access to a computer with broadband Internet connectivity that can stream video and audio.

Online and blended courses utilize Canvas, the same learning management system, as face-to-face courses. Canvas provides faculty and students with access to online course content, discussion forums, journals, online tutoring, chat, and live web conferencing. This system allows students to interact with their instructor and fellow classmates using a variety of tools. Some online and hybrid courses may have mandatory face-to-face sessions, such as proctored tests, orientation, review, and laboratory time. For course specific requirements, students should review the respective course syllabus.

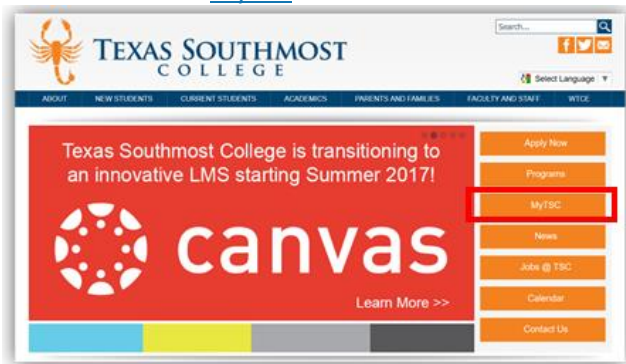
Note: If an online course requires a proctored exam in a face-to-face environment and a student chooses to take the exam at an off-site testing center, the student may incur a fee. Please refer to the [Testing Center](#) for the approved sites and their fees. If these testing sites are out of the students' area, they should contact the instructor for pre-approval of a different testing site.

Canvas Learning Management System

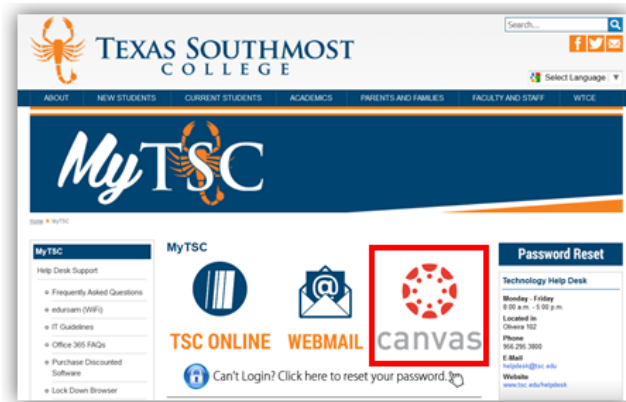
Canvas provides faculty and students access to online course content, discussion forums, document sharing, chat, live web conferencing, online tutoring, and more. These enhanced TSC online tools are available for all courses.

Students sign-in by following the steps below:

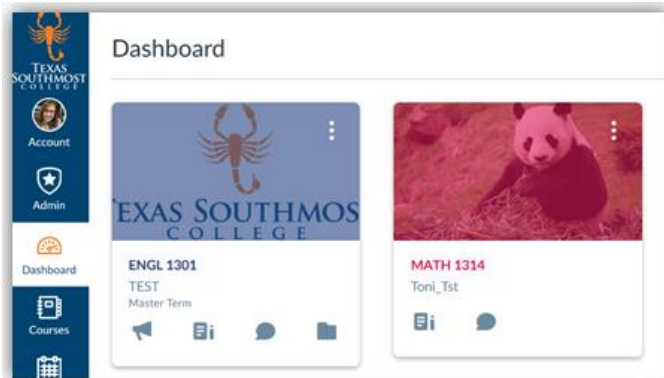
1. Go to TSC's [main website](#).
2. Click on [MyTSC](#).



3. Select "Canvas."



4. Students will be prompted to enter their TSC credentials and will be able to view their courses.



Academic Standards

Attendance

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into campus life. Attendance has a significant impact on performance; therefore, regular and punctual attendance in all classes, laboratories, clinicals, practicums, and internships is expected of all students.

Students who are absent should always consult with their instructors. Course syllabi provide specific information regarding attendance, including, a description of the type of activity that constitutes attendance in online courses. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for the completion of course requirements covered in their absence. Additionally, it is the students' responsibility to drop a course they no longer want to be enrolled in.

Course instructors establish and state their own attendance expectations in their respective syllabi. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced, and faculty will clearly explain these expectations in their syllabi.

Students who stop attending class should contact their instructor and the Office of Admissions and Records to officially drop the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially drop the class may result in a failing grade for the course. It is the students' responsibility to officially drop a class by submitting a completed Add/Drop form to the Office of Admissions and Records.

Final Exams

The TSC Final Exam Schedule can be found on the TSC [Final Exam](#) web page.

Grading System

Course instructors establish grading procedures and grade weights in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The following grades are used at TSC:

Grade	Explanation	Quality Points per Semester Hour
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D*	Minimum Passing	1.00
F	Failing	0.00
AU	Audit	Not used in computing GPA
I	Incomplete	Not used in computing GPA
P	Passing	Not used in computing GPA
NP	No Passing	Not used in computing GPA
CR	Credit	Not used in computing GPA
W	Withdrawn	Not used in computing GPA
WM	Withdrawn Military	Not used in computing GPA
WS	Withdrawn, excluded from Academic Progress	Not used in computing GPA

Note: Specific programs of study may have modified grade scales based on the needs of the program to meet the program outcomes.

*A minimum passing grade of "C" is required for all developmental education courses, ENGL 1301 Composition I, MATH 1314 College Algebra, MATH 1332 Contemporary Mathematics, and MATH 1342 Elementary Statistical Methods. A minimum passing grade of "C" may also be required for some or all

courses in a specific program of study. Please see all program requirements on the TSC [Degrees, Certificates, and Awards](#) web page.

Awarding Credit

Credit is only awarded for successful completion of an approved course. In accordance with SACSCOC policy ([SACSCOC Credit Hours Policy Statement](#)), TSC defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

For the purpose of determining credit hours to be awarded, TSC considers 50 minutes of instruction equivalent to one contact hour.

The THECB defines a three-semester credit hour (SCH) course as containing 15 weeks of instruction (45 contact hours) plus one week for final examinations, so that a course contains 45-48 contact hours (depending on whether there is a final examination). Courses delivered in shortened semesters have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a normal semester ([Texas Administrative Code Title 19 Part 1 Chapter 13 Subchapter A Rule 13.1 \(Page 2\)](#)).

TSC does not award credit for courses and programs outside of the commonly accepted practices in higher education.

Incomplete Grades

At the discretion of the instructor, a conditional grade of "I" may be issued to a student who has a passing average on all completed coursework, but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" following the completion of the next long (fall or spring) semester, unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not change the incomplete status.

Grade Changes

A student has a maximum of 30 days from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should first schedule a conference with the instructor to resolve the issue. If the student is unable to reach an agreement with the instructor, the student may initiate the TSC Grade Appeal process according to procedures outlined in the [Student Handbook](#).

Grade Point Average (GPA)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including AU, I, P, CR, W, WM, WS) for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

For example:

Course	Semester Hours	Quality Points	Grade Points
MATH 2412	4	3.00 (B)	12
ENGL 1301	3	2.00 (C)	6
SPCH 1315	3	4.00 (A)	12
BIOL 1306	3	2.00 (C)	6
BIOL 1106	1	4.00 (A)	4
Total	14		40

$$40 \div 14 = 2.86 \text{ GPA}$$

Repetition of Courses

Once a course is repeated, the most recent grade earned (excluding a "W") will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

Academic Freedom for Students

Students shall be free to be guided by scholarly research, study the substance of a given discipline, examine pertinent data, question assumptions, take reasoned exception to information and views offered in the classroom, and reserve judgment about matters of opinion.

Academic Standing and Probation

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion.

Good Standing

Students are considered in Good Standing if they maintain a minimum overall GPA of 2.0, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time (end of a fall, spring, or summer semester term).

Academic Probation

- Students who begin any semester term in Good Standing but fail to maintain a cumulative GPA of 2.0 or higher, are placed on Academic Probation. Notification of probationary status is communicated electronically through students' TSC email address.
- Students may re-enroll for one semester term when placed on academic probation, only after meeting with a Student Success Coach.
- Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 or higher to remain enrolled while on Academic Probation.
- Academic Probation status is removed when students earn a semester and cumulative GPA of 2.0 or better.

Academic Dismissal (First or Second Academic Dismissal)

- If a student on Academic Probation or Continued Academic Probation fails to earn a semester term GPA of 2.0 or fails to earn a cumulative GPA of 2.0 in the next semester term following the probation status, the student will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive an email notification to the student's TSC email account.
- After remaining out for one semester term (fall or spring) for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must continually earn a semester term GPA of 2.0 or above until Good Standing is reached to remain enrolled.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third time will not be allowed to enroll for one calendar year.

Following the policies listed above, students may be required to reduce their course loads and/or participate in workshops or other academic success seminars designed to teach proven strategies for academic success.

Students receiving benefits from the Department of Veterans Affairs (DVA) who fail to maintain Good Standing will be reported to the DVA as making Unsatisfactory Progress. The student is responsible for any debts to the school or DVA incurred due to Unsatisfactory Progress.

Academic Achievement

Three categories of academic honors are awarded at the end of the fall and spring semester to students who meet the criteria below:

- The Deans' List includes those students who have completed 12 or more college-level semester hours of work for the term with a grade point average of 3.5 or higher.
- The Honors List includes those students who have completed 12 or more college-level semester hours for the term and with a grade point average of 3.0 to 3.49.
- The Merit List includes students who have completed fewer than 12 college-level semester hours in each of two consecutive terms, whose enrollment totals no fewer than 18 hours for the two terms, and whose grade point average for the two terms is 3.5 or higher.

Students awarded these academic honors are recognized on a display bulletin board located in the Oliveira Student Services Building.

Honors in Graduation

At the time of graduation, students earning an associate degree or certificate will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be based upon a student's cumulative grade point average on all non-developmental undergraduate hours completed in the semesters previous to graduation. If courses have been repeated, the last grade recorded will be used in determining grade point average. Honors are established as follows:

- Summa cum laude: 3.900-4.000
- Magna cum laude: 3.700-3.899
- Cum laude: 3.500-3.699

Graduation

TSC confers degrees and certificates three times per year, at the end of the fall, spring, and summer II semesters.

TSC offers recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree
- Certificates
- Occupational Skills Awards

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Commencement is held twice per year, at the end of the fall and spring semesters. Summer I graduation candidates participate in the Spring graduation ceremony, while Summer II graduation candidates participate in the Fall graduation ceremony candidates. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

Awarding Degrees

TSC will automatically award degrees to students who have completed requirements without having to submit an application. A degree audit will determine if the student is close to meeting the degree requirements of a respective degree and the student's information will automatically be entered for graduation for the semester. Students will be invited to attend the commencement exercise and will be notified of their completion of degree.

Reverse Transfer Degree

Students who transfer from TSC to another Texas college or university may qualify for an associate degree from TSC. According to Sec. 61.833 of the Texas Education Code, a reverse transfer student must meet the following:

1. Have transferred from a public college, state college, or technical institute,
2. Earned at least 30 credit hours for coursework successfully completed at the lower-division institution,
3. Earned a cumulative total of at least 66 credit hours, and
4. Provide signed authorization for the current transcript to be sent to the designated lower-division institution of higher education for the purpose of determining whether the student is eligible to receive an associate's degree from that institution.

Graduation under the University of Texas at Brownsville/Texas Southmost College (UTB/TSC) Partnership

All credits taken under the UTB/TSC partnership are considered transferred credits and must comply with the TSC transfer process. A student can request coursework to be evaluated by submitting a UTB/TSC Credit Evaluation Form. An audit will be conducted to determine how credits can be applied toward a current TSC degree or certificate.

Course Substitutions

A student is expected to satisfy all college program of study (POS) catalog requirements that were in effect at the time of enrollment. A student who wishes to satisfy a course requirement under an approved POS that has not been pre-approved for the specific POS must petition their Student Success Coach, department chair, or program director/coordinator to request a course substitution.

Course substitutions are typically limited to six semester credit hours. In a situation where the student requires a course substitution of more than six semester credit hours, the student must receive approval from the program director (when applicable) and division dean.

Technical coursework may not be substituted for program coursework. Course substitutions are not permitted to satisfy any "core" area requirement as defined by the Section 61.821 – 61.822 of the Texas Education Code.

Course substitution requests take five to 10 business days to process. Requests that require consultation with faculty or other offices (academic departments, etc.) may take longer. Students are notified of course substitution decisions via e-mail.

Students are advised not to assume that course substitutions will be approved. Until receiving written confirmation that a course substitution has been approved, students are advised to explore other alternatives to complete coursework requirements under their POS. In the case where a course substitution is denied, the student will be required to complete the coursework requirements before a degree can be conferred.

Degree/Certificate Requirements

To be awarded an associate degree or certificate, students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a minimum cumulative GPA of 2.0 in all coursework completed at TSC (excluding developmental-level coursework),
- Submit official transcripts of all coursework attempted at other colleges and universities,
- Follow grade criteria for all program coursework as indicated in each POS. All POS are published on the TSC [Degrees, Certificates, and Awards](#) web page,
- Earn at least 25% of degree hours required for graduation in residency at TSC,
- Fulfill all Texas Success Initiative (TSI) requirements, and
- Be in Good Academic Standing at the end of the term the student is receiving the award.

Catalog Requirements

Students must meet requirements under the degree requirements of TSC:

- Current catalog, or
- Catalog which is in effect the first day of the semester in which the student is enrolled at TSC.

If a student stops out for two consecutive long semesters (Fall and Spring), the student must meet the degree requirements of the current catalog for the semester in which they return to TSC.

Students should refer to their degree plan to view and monitor their progress toward degree or certificate completion.

Guarantee for Job Competency for Professional/Technical/Workplace Students

As mandated by the Texas Higher Education Coordinating Board's Guidelines for Instructional Programs in Workforce Education (GIPWE), if an Associate of Applied Science (A.A.S.) graduate or certificate completer, whose coursework began in the Fall 1993 semester or thereafter, is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine tuition-free semester credit hours of additional skill training by TSC under the conditions of this policy. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the A.A.S. degree or certificate in a technical program published in the Catalog (or its addenda).
- The graduate/completer must have completed the A.A.S. Degree or Certificate with a majority (75%) of the credits being earned at TSC within a four-year time span from initial enrollment. The last 15 semester credit hours MUST be completed at.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by TSC.
- The graduate/completer must commence employment within six months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry-level skills which were identified as program exit competencies as approved by the program advisory committee. The employer must specify the areas of deficiency within 90 days of the graduate's/completer's initial employment.
- The employer, graduate/completer, and representatives of TSC will develop a written educational plan for retraining.
- Retraining will be limited to nine semester credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, and other course-related expenses.
- The student's sole remedy against TSC and its employees for skill deficiencies shall be limited to nine semester credit hours of tuition-free education under the conditions described above.

Degree and Certificate Program Information

Program of Study

A list of all programs of study can be found on the TSC [Degrees, Certificates, and Awards](#) web page. Many programs of study follow a cohort sequence. It is recommended that students follow the sequence of courses.

Academic Transfer Programs

TSC offers three types of degrees for students whose goal is to transfer to an upper-level college or university to complete a baccalaureate or higher degree. TSC has adopted [Texas Administrative Code Chapter 9, Subchapter J, Rule 9.183](#) of the THECB rules and regulations which defines the length, content, and title of the academic associate degrees offered at TSC. Academic associate degree programs must consist of 60 semester credit hours. All Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Arts in Teaching (A.A.T.) degree programs offered by TSC require the completion of 60-semester credit hours (SCH), as specified by this rule.

- Earning an Associate of Arts (A.A.) degree typically requires at least two years of full-time equivalent college work. The course work is designed to prepare TSC students to transfer to an upper-level baccalaureate program, or in some cases, directly to employment in a specific career.

- Earning an Associate of Arts in Teaching (A.A.T.) degree is designed to prepare students for transfer to baccalaureate programs leading to initial Texas teacher certification. There are four A.A.T. programs, consisting of 60 semester credit hours of coursework that are transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.
- Earning an Associate of Science (A.S.) degree typically requires at least two but fewer than four years of full-time equivalent college work in a grouping of science-related courses designed to prepare the TSC students to transfer to an upper-level science-related baccalaureate program, or in some cases, directly to employment in a specific career.

Academic Non-transfer Programs

In addition, degrees and certificates are offered in occupational/technical areas. All Associate of Applied Science (A.A.S.) degree programs and certificate programs at TSC comply with THECB Guidelines for Instructional Programs in Workforce Education (GIPWE).

- The Associate of Applied Science (A.A.S.) degree is a two-year program designed to prepare TSC students for immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses that meet specific occupational competencies and outcomes. It includes technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or other professionals. The coursework for an A.A.S. degree is limited to 60 semester credit hours. TSC does not offer associate degrees that include fewer than the 60 semester credit hour requirement.
- A Level One Certificate is a workforce education POS that consists of at least 15 and no more than 42 semester credit hours. Level One certificate programs are exempt from the requirements of the Texas Success Initiative.
- A Level Two Certificate is a workforce education POS that consists of at least 30 and no more than 51 semester credit hours. Level Two Certificates are subject to the requirements of the Texas Success Initiative.

Transfer to a College/University

Students attending TSC for one or two years then transferring to a senior college or university should have no difficulty transferring credits if they:

1. Select a major field of study at a college or university that offers a bachelor's degree in that field.
2. Review the selected institution's college catalog and identify the freshman and sophomore courses suggested.
3. See a TSC College Enrollment Coach for help in selecting the TSC courses that correspond to the requirements of the baccalaureate college to which the TSC student wishes to transfer.
4. Complete the TSC courses with a grade point average of at least 2.0.
5. Apply for admission to the baccalaureate college early in the last semester at TSC.
6. Request the TSC Office of Admissions and Records send an official transcript to the transfer institution.

TSC has signed articulation agreements with several universities and is committed to establishing articulation agreements with other institutions as appropriate. Articulation agreements assure the student that courses taken at TSC in satisfaction of a given POS will be accepted for credit by the participating

college or university, thus providing TSC students with dependable pathways to higher-level educational opportunities. Articulation agreements may include:

- Joint Admissions Agreements,
- Transfer Plans,
- Transfer Guides for Specific Majors,
- Core Curriculum Equivalences,
- Course Equivalency Tables, and
- Reverse Transfer Agreements.

Students are encouraged to visit the TSC Office of Academic Advising to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. University admissions representatives and transfer advisors from select institutions are scheduled each semester to advise prospective transfer students at TSC.

Transfer of Credit, Core Curriculum and Field of Study Curricula Rules and Regulations

Texas Higher Education Coordinating Board establishes rules and regulations concerning Transfer of Credit, Core Curriculum, and Field of Study Curricula

Chapter 4: Rules Applying to all Public Institutions of Higher Education in Texas
Subchapter B. TRANSFER OF CREDIT, CORE CURRICULUM AND FIELD OF STUDY CURRICULAR

4.24 General Provisions

- a) All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System (TCCNS) and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable among public institutions and shall be substituted for the equivalent course at the receiving institution. Except in the case of courses belonging to a Board-approved Field of Study Curriculum (FOSC), applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution.
- b) Nothing in this subchapter restricts the authority of an institution of higher education to adopt its own admission standards in compliance with this subchapter or its own grading policies so long as it treats transfer students and native students in the same manner.
- c) Institutional policies regarding acceptance of credit for correspondence courses, credit-by-examination, and other credit-earning instruments must be consistent with Southern Association of Colleges and Schools' guidelines and must treat transfer students and native students in the same manner.
- d) This subchapter applies specifically to academic courses and degree programs and does not apply to technical courses or technical degree programs.

4.25 Requirements and Limitations

- a) Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual.
- b) Each institution of higher education that offers lower-division courses must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide Manual including those that fulfill the lower-division portion of the institution's core curriculum.
- c) All institutions of higher education must accept transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section as applicable to an associate or

baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program.

- d) Each institution shall be required to accept in transfer into a baccalaureate degree program the number of lower-division semester credit hours (SCH) in the program which are required for their non-transfer students in that program; however,
 - 1. No institution shall be required to accept in transfer more SCH in the major area of a degree program than the number set out in any applicable Board-approved field of study curriculum for that program.
 - 2. In any degree program for which there is no Board-approved field of study curriculum, no institution shall be required to accept, in transfer, more lower-division course credits in the major applicable to a baccalaureate degree than what the institution allows for its non-transfer students in said major.
 - 3. An institution of higher education may deny the transfer of credit in courses with a grade of "D" as applicable to the student's field of study curriculum courses, core curriculum courses, or major.
- e) Each institution of higher education that admits undergraduate transfer students shall provide support services appropriate to meet the needs of transfer students. These support services should be comparable to those provided to non-transfer students regularly enrolled at the institution, including an orientation program similar to that provided for entering freshman enrollees.
- f) No institution of higher education shall be required to accept in transfer, or apply toward a degree program, more than 66 semester credit hours of lower-division academic credit. Institutions of higher education, however, may choose to accept additional semester credit hours.
- g) Each institution of higher education shall permit a student who transfers from another Texas public institution of higher education to choose a catalog for the purpose of specifying graduation requirements, based upon the dates of attendance at the receiving institution and at the transferring institution, in the same manner that a non-transfer student may choose a catalog. Each Texas public institution of higher education shall include information about graduation requirements under a particular catalog in its official publications, including print and electronic catalogs.

4.26 Penalty for Noncompliance with Transfer Rules

If it is determined by the THECB that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of §4.25 of this title (relating to Requirements and Limitations), formula funding for credit hours in the repeated course will be deducted from the institution's appropriation.

4.27 Resolution of Transfer Disputes for Lower-Division Courses

- a) The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 - 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

2. A student who receives notice as specified in paragraph one of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- b) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
 - c) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
 - d) The THECB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner's designee.
 - e) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Core Curriculum

Along with other state-mandated institutions of higher education in Texas, TSC has adopted a General Education core curriculum of 42 semester credit hours for Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees. TSC requires the completion of a minimum of 15 semester credit hours of general education courses for all of its associate degree programs. These credit hours are drawn from and include at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral Sciences; and Natural Science/Mathematics. Representing between 25% and 70% of the total semester credit hours required for a given associate degree program, these general education courses generally constitute a substantial component of each degree program.

Through the Texas General Education Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. The Texas General Core Curriculum not only provides a solid foundation for students' education, but it also makes the transfer between colleges and universities as smooth and seamless as possible. Additionally, while completing these core curriculum courses, students will achieve college-level competence in the skills that are fundamental to all disciplines of learning:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information
2. Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Components of the General Education core curriculum can be transferred in a block from TTSC to any Texas public college or university to be substituted for the corresponding core curriculum of the receiving institution.

TSC designates General Education core curricular courses completed by a student on the official transcript. If a student satisfies all component areas, the statement "Texas Core Curriculum Completed (Month/Year)" will appear on the transcript. Students who transfer without completing the core curriculum receive academic credit for each of the courses they successfully completed in the TSC core curriculum.

The General Education Core Curriculum consists of courses offered in nine Foundational Component Areas. Courses chosen must satisfy at least the minimum required credit hours for each component. Students should consult the specific degree requirements for their major before selecting the courses to be used to meet the General Education Core Curriculum requirements. For more information on assessing core objectives, please see the TSC [Core Curriculum](#) online.

Core Curriculum **Communication**

ENGL 1301 Composition I (minimum grade of "C" required for credit)
ENGL 1302 Composition II
ENGL 2311 Technical & Business Writing

Mathematics

MATH 1314 College Algebra (minimum grade of "C" required for credit)
MATH 1324 Mathematics for Business & Social Sciences
MATH 1332 Contemporary Mathematics (Quantitative Reasoning)
MATH 1342 Elementary Statistical Methods
MATH 2412 Pre-Calculus Math (minimum grade of "C" required for credit)
MATH 2413 Calculus I (minimum grade of "C" required for credit)

Life and Physical Sciences

BIOL 1306 Biology for Science Majors I (lecture)
BIOL 1307 Biology for Sciences Majors II (lecture)
BIOL 1308 Biology for Non-Science Majors I (lecture)
BIOL 1309 Biology for Non-Sciences Majors II (lecture)
BIOL 2301 Anatomy & Physiology I (lecture)
BIOL 2302 Anatomy & Physiology II (lecture)
CHEM 1305 Introductory Chemistry I (lecture)
CHEM 1307 Introductory Chemistry II (lecture)
CHEM 1311 General Chemistry I (lecture)
CHEM 1312 General Chemistry II (lecture)
PHYS 1301 College Physics I (lecture)
PHYS 1302 College Physics II (lecture)
PHYS 1315 Physical Science I (lecture)
PHYS 1317 Physical Science II (lecture)
PHYS 2325 University Physics I (lecture)
PHYS 2326 University Physics II (lecture)

Language, Philosophy & Culture

ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2332 World Literature I
ENGL 2333 World Literature II
ENGL 2341 Forms of Literature
ENGL 2351 Mexican-American Literature
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II

Creative Arts

ARCH 1301 Architectural History I
ARTS 1301 Art Appreciation
ARTS 1303 Art History I (Prehistoric to the 14th century)
COMM 2366 Film Appreciation (formerly Introduction to Cinema)
MUSI 1306 Music Appreciation

American History

HIST 1301 United States History I
HIST 1302 United States History II
HIST 2327 Mexican-American History I (to the United States-Mexico War Era)
HIST 2328 Mexican-American History II (from the United States-Mexico War Era)
HIST 2381 African American History I
HIST 2382 African American History II

Government/Political Science

GOVT 2305 Federal Government (Federal constitution & topics)
GOVT 2306 Texas Government (Texas constitution & topics)

Social and Behavioral Sciences

CRIJ 1307 Crime in America
ECON 2301 Principles of Macroeconomics
PSYC 2301 General Psychology
PSYC 2306 Human Sexuality
SOC 1301 Introduction to Sociology
SOC 1306 Social Problems
SOC 2319 Minority Studies

Component Area Option (CAO)

ARCH 1302 Architectural History II
ARTS 1304 Art History II (14th century to the present)
ARTS 2348 Digital Media
BIOL 1106 Biology for Science Majors Laboratory I (lab)
BIOL 1107 Biology for Science Majors Laboratory II (lab)
BIOL 1108 Biology for Non-Science Majors Laboratory I (lab)
BIOL 1109 Biology for Non-Science Majors Laboratory II (lab)
BIOL 2101 Anatomy & Physiology I (lab)
BIOL 2102 Anatomy & Physiology II (lab)
CHEM 1111 General Chemistry I (lab)
CHEM 1112 General Chemistry II (lab)
ECON 2302 Principles of Microeconomics
EDUC 1300 Learning Framework
ENGL 2307 Creative Writing
GOVT 2304 Introduction to Political Science
HIST 2311 Western Civilization I

HIST 2312 Western Civilization II
PHYS 1101 College Physics Laboratory I (lab)
PHYS 1102 College Physics Laboratory II (lab)
PHYS 2125 University Physics Laboratory I (lab)
PHYS 2126 University Physics Laboratory II (lab)
PSYC 1300 Learning Framework
SOC1 2301 Marriage & the Family
SPAN 2313 Spanish for Native/Heritage Speakers I
SPAN 2315 Spanish for Native/Heritage Speakers II

SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communication
SPCH 2333 Discussion & Small Group Communication

Field of Study Curricula

A Field of Study (FOS) is a selection of lower-division courses guaranteed by state law to transfer and apply to a degree program. Each completed FOS course a student completes is guaranteed to transfer and apply to the appropriate major of another Texas public institution of higher education.

A complete FOSC consists of the following elements: (1) Discipline-relevant Texas Core Curriculum courses; (2) Up to 12 semester credit hours of Discipline Foundation Courses; (3) At least six semester credit hours of Directed Electives, as determined by the relevant faculty of each general academic institution and shared through the THECB website.

If a student completes all the courses in an FOSC and transfers to another Texas public institution of higher education, the FOSC courses transfer as a block and are applied to the student's selected major. If a student completes the FOSC, the Texas Core Curriculum, and any college or university courses required of all students regardless of major, the student is finished with all the lower-division courses.

If a student transfers with an incomplete FOSC, each completed FOSC course transfers and applies to the degree program, and the institution may require the student to complete additional lower-division courses.

Field of Study Curricula (FOSCs) developed under the former transfer framework remain in effect until their expiration by operation of law or replacement by the Texas Higher Education Coordinating Board Texas Transfer Advisory Committee. Students may currently complete the following Board-Approved FOSCs at TSC:

1. Architecture
2. Biology
3. Business Administration
4. Criminal Justice
5. Engineering: Civil Engineering
6. History
7. Mexican American Studies
8. Political Science
9. Psychology
10. Social Work
11. Sociology

Degrees and Certificates Offered at TSC

TSC offers the following degrees: Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Science, and a number of different certificates of completion. TSC students have a choice of meeting the degree requirements as outlined in the College catalog in effect when they first enrolled at TSC or the most current catalog. If a student stops out for two consecutive long semesters

(Fall and Spring), the student may choose to meet the degree requirements of the current catalog for the semester in which they return to TSC if approved by the appropriate dean.

To be awarded an associate degree or certificate, students must:

- Complete all required courses and semester credit hours for the specific degree or certificate,
- Achieve a minimum cumulative GPA of 2.0 in all coursework completed at TSC (excluding developmental-level coursework),
- Submit official transcripts of all coursework attempted at other colleges and universities,
- Follow grade criteria for all program coursework as indicated in each program of study. All programs of study are published on the TSC website,
- Earn at least 25% of degree hours required for graduation in residency at TSC,

- Fulfill all Texas Success Initiative (TSI) requirements, and
- Be in Good Academic Standing at the end of the term the student is receiving the award.

TSC students must refer to the TSC website for Admission Requirements for individual programs.

Associate of Arts

The Associate of Arts (A.A.) degree is designed for students who plan to transfer to a four-year or upper-level college or university. This degree includes general education courses such as English, mathematics, history, and government, which are core requirements for most baccalaureate degree programs. The A.A. degree is composed of the 42-hour Core Curriculum plus additional hours specified by the program of study selected by the student.

Students are encouraged to complete the requirements of a degree at TSC even if they are planning to transfer to another college or university to complete a baccalaureate degree. Completing an A.A. degree reflects commitment to a specific educational goal and success in meeting that goal. An A.A. degree is the minimum educational requirement for employment in certain positions in area businesses and industries.

Not all majors which are available at four-year or upper-level colleges and universities are available at TSC; however, students may prepare to transfer to a particular program at an upper-level institution by completing the core requirements of the A.A. degree at TSC and selecting other courses in a program of study. Those programs of study are available on the TSC website, listed in the catalog, and are available at the Academic Advising Center. Listed below are the A.A. degrees available from which students may choose at TSC.

- [Art](#)
- Business
- [Business \(100% Online\)](#)
- [Criminal Justice](#)
- Criminal Justice (100% Online)
- General Studies
- [General Studies \(100% Online\)](#)
- [Psychology](#)
- [Social Work](#)
- [Social Work \(100% Online\)](#)

Associate of Arts in Teaching

The Associate of Arts in Teaching (A.A.T.) degree as defined by the Texas Higher Education Coordinating Board is fully transferrable to all Texas public universities. Because the A.A.T. degree fulfills the requirements of the A.A.T. curriculum established by the Texas Higher Education Coordinating Board, all Texas public universities must accept the A.A.T. curricula if they offer applicable baccalaureate degrees leading to initial teacher certification.

While the A.A.T. degree was designed for transfer purposes, it also meets the No Child Left Behind requirements for paraprofessionals for those students who decide to discontinue their studies after completing the A.A.T. degree. In addition, completion of the A.A.T. degree may qualify students for work that requires at least an associate degree. A bachelor's degree is required for Teacher Certification to be awarded.

Students are encouraged to complete the requirements of the A.A.T. degree at TSC before transferring to another college or university to complete a baccalaureate degree and a Teacher Preparation Program. Listed below are the A.A.T. degree options available to students at TSC.

- [Teaching - 4th through 8th Grade Teaching](#)
- [Teaching - 4th through 8th Grade Teaching \(100% Online\)](#)
- [Teaching - 8th through 12th Grade Teaching](#)
- [Teaching - 8th through 12th Grade Teaching \(100% Online\)](#)
- [Teaching - Early Childhood through 6th Grade Teaching](#)
- [Teaching - Early Childhood through 6th Grade Teaching \(100% Online\)](#)

Associate of Science

Associate of Science (A.S.) degrees are designed for students who plan to transfer to a four-year or upper-level college or university. This degree includes general education courses such as English, mathematics, history, and government, which are considered to be core requirements for most baccalaureate degree programs. The A.S. degree is composed of the Core Curriculum and additional hours in a study selected by the student.

Students are encouraged to complete the requirements of a degree at TSC even if they are planning to transfer to another college or university to complete a baccalaureate degree. Completing an A.S. degree reflects commitment to a specific educational goal and success in meeting that goal. An associate degree is the minimum educational requirement for employment in certain positions in area businesses and industries.

Not all majors which are available at four-year or upper-level colleges and universities are available at TSC; however, students may prepare to transfer to a particular program at an upper-level institution by completing the core requirements of the Associate of Science degree at TSC and selecting other courses in a program of study (POS). Those POS are available on the TSC website, listed in the catalog, and available at the Academic Advising Center. Listed below are the Associate of Science degrees available from which students may choose at TSC.

- [Agriculture](#)
- [Agribusiness](#)
- [Architecture](#)
- [Computer Science](#)
- [Engineering](#)
- [Science](#)

Associate of Applied Sciences

The Associate of Applied Science (A.A.S.) Degree is a two-year program designed to lead TSC students to immediate employment and/or career advancement. Programs are composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It is important to note that AAS and certificate courses may not transfer to other institutions of higher education. Please refer to the [Texas Higher Education Coordinating Board's Transfer Policies and Resources](#) for more information.

Listed below are the Associate of Applied Science degrees offered at TSC.

- [Accounting Technology](#)
- [Automotive Technology](#)
- [Business Management and Technology](#)

- [Child Care and Development](#)
- [Commercial and Residential Electrician](#)
- [Computer-Aided Drafting Technology](#)
- [Computer Information Systems](#)
- [Construction Management](#)
- [Criminal Justice](#)
- [Cybersecurity](#)
- [Diagnostic Medical Sonography](#)
- [Emergency Medical Science](#)
- [Heating, Ventilation, Air Conditioning and Refrigeration](#)
- [Industrial Mechanics and Maintenance Technology](#)
- [Medical Laboratory Technology](#)
- [Medical Office Management](#)
- [Nursing](#)
- [Paralegal Studies](#)
- [Radiologic Technology](#)
- [Respiratory Care Science](#)

Certificate of Completion

Students wishing to complete a certificate program must complete all courses required in the certificate plan. All programs of study can be found on the TSC website and current catalog. A minimum grade of "C" must be obtained on certain courses (please refer to POS). A cumulative grade point average of 2.0 or above for all courses taken at TSC is required, and a cumulative grade point average of 2.0 or above for those courses applied toward the certificate is also required. Listed below are the Certificate Level One and Level Two programs offered at TSC.

Certificate – Level One

- [Accounting Technology](#)
- [Administrative Management](#)
- [Auto Body Repair Technology - Body Repair Specialist](#)
- [Auto Mechanics Technology - Line Specialist](#)
- [Child Care and Development](#)
- [Computer-Aided Drafting Technology](#)
- [Construction Technology](#)
- [Emergency Medical Science](#)
- [Heating, Ventilation, Air Conditioning and Refrigeration](#)
- [Legal Assisting](#)
- [Medical Coding and Billing](#)
- [Residential Electrician](#)

Certificate – Level Two

- [Emergency Medical Science](#)
- [Licensed Vocational Nursing](#)