

REFUNDS

To be eligible for a refund a student must officially drop or withdraw. No refunds will be made after August 31 of the fiscal year of withdrawal. Refunds will be made according to the following formula.

	Fall and Spring Semesters 16-Week Courses
Prior to the first class day.....	100%
For class days 1 to 15 (inclusive).....	70%
For class days 16 to 20 (inclusive).....	25%
After the 20th day of classes.....	NO REFUND
	Summer Term
Prior to the first class day.....	100%
For class days 1 to 5 (inclusive).....	70%
For class day 6 (inclusive).....	25%
After the 6th day of classes.....	NO REFUND

Other Terms

Other classes which meet less than 16 weeks will have the refund prorated based on the formula provided by the Texas Higher Education Coordinating Board. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

If a refund is due a Title IV aid recipient who completely withdraws, the refund will be returned in the following order: Federal SLS Loans, Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal PLUS Loans, Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct Plus Loans, Federal Perkins Loans, Federal Pell Grants, FSEOGs, Other SFA Programs, federal, state, private, or institutional sources of aid, the student.

Repayments from SFA recipients must be distributed as follows: Federal Perking Loans, Federal Pell Grants, FSEOGs, Other SFA Programs, other federal, state, private, or institutional sources of aid. Some refunds are pro-rata.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Temple College is a member of the Servicemembers Opportunity Colleges (SOC). As a member of SOC, Temple College fully supports and complies with the SOC principles and criteria. The Admissions and Records Office will evaluate military experience based on recommendations made in the applicable publications of the American Council of Education. This evaluation will be coordinated with Department Chairmen and credit may be awarded. Upon completion of 12 semester hours in residence, the credit hours will be added to the student’s record.

FINANCIAL AID

Students must have a high school diploma, GED, or demonstrate by exam ability to benefit to be eligible for federal financial aid.

FINANCIAL AID DEADLINES

Financial Aid files COMPLETE by these dates will be processed prior to registration payment deadlines:

- Fall Semester - June 1
- Spring Semester - November 1
- Summer Semester - April 1

Applications are processed on a first-come, first-served basis. Applicants are eligible for the funds AVAILABLE AT THE TIME THEIR APPLICATION FILES ARE COMPLETED AND ADMISSION TO THE COLLEGE IS CONFIRMED. Late applicants should make arrangements to pay their own registration expenses.

STUDENT EMPLOYMENT ON CAMPUS

A limited number of part-time jobs will be available on the College campus for those who need to work in order to help pay for their college education. Students will be assigned to such duties as typists, file clerks, office assistants, community services, teacher assistants, pianists, models, lifeguards, technicians, library and laboratory assistants, grounds and building keepers, etc. Preference in employment is given to students reflecting financial need. Any student seeking campus employment should apply to the Director of Financial Aid as early as possible.

STUDENT EMPLOYMENT OFF-CAMPUS

Temple College assists students in finding employment through the Human Resources Office. See Human Resources.

STUDENT GRANTS

Temple College is an active participant in the federally funded Pell Grant Program, Academic Competitiveness Grant (ACG) and the Supplemental Educational Opportunity Grant (SEOG) Program. Applicants apply by completing the Free Application For Federal Student Aid (FAFSA). FAFSA applications may be obtained from most high school counselors, the Financial Aid Office at Temple College, or on line using www.fafsa.ed.gov.

Temple College also participates in the Texas Public Education Grant (TPEG), the Texas Public Education-Leveraging Education Assistance Partnership (LEAP) Program, and the TEXAS GRANT Programs. Temple College also participates in the Certified Educational Aide Exemption Program and the Early Graduate Program. The application procedure for these programs is through the Financial Aid Office.

TEMPLE COLLEGE RETURN TO TITLE IV POLICY

Temple College will return any unearned funds received from federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Refunds will be calculated on students who have totally withdrawn from classes or have been withdrawn by instructors for non-attendance or have been withdrawn from classes for failure to meet the enrollment requirements of the state mandated THEA test. Withdrawals must be initiated in the Admissions and Records Office.

Withdrawal date shall be defined as the actual date the student begins the College's withdrawal process, the last date of attendance recorded by an instructor, or the midpoint of the semester for students who have been withdrawn by instructors for non-attendance.

Official rosters will be sent to all instructors a few days before 60% of the semester. The instructors will be instructed to drop all students who have not been attending. These are considered to be unofficial withdrawals and will be calculated at midpoint of the semester. All students who were not reported at this time are considered to have completed the semester and have earned grades received.

Within 30 days from the withdrawal date, the College shall calculate the amount to return to the Title IV programs.

Only the return of Title IV funds made by the College from the institutional charges, including tuition, fees and books shall be adjusted in the student's account, and the student will be billed for the outstanding institutional charges. The student's records will be placed on hold. The student is notified of amounts owed the College and Department of Education at this time.

The College shall allow 45 days for the student to make this repayment. If repayment is not made within this timeframe, the student shall be reported to the Department of Education and NSLDS as having received an overpayment of Title IV funds. This overpayment will make the student ineligible to receive further Title IV funds at any institution until the repayment is made.

The Return to Title IV process in Colleague will be used to perform all Return to Title IV calculations. A listing of students who have completely withdrawn from the institution will be run once per week through 60% of the semester. The withdrawal date will be what is recorded in the student's record.

Refunds to SFA recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans
8. Federal Pell Grants
9. FSEOGs
10. Academic Competitiveness Grant (ACG)
11. Other SFA Programs
12. Other federal, state, private, or institutional sources of aid
13. The student

STUDENT LOANS

The Financial Aid Office will also assist the student in securing a Federal Family Education Loan through the lending agency of the student's choice. Appropriate application forms are available through the Financial Aid Office. (Loans by web available April 15, 2006.) The responsibility of securing a lender rests with the student applicant. The student must qualify financially for Federal Family Education Loans through established federal guidelines.

The Johnny S. Payne short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The Hamrick-Harris short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The American Legion Loan fund is available at TC for students who are having difficulty in purchasing books. Preference will be given to students whose financial aid has been approved but not completed. A need-based, short-term loan has been established by Mrs. Viola Dawns Hunter for Afro-American students. Students must maintain C or above. Only serious students need apply. Loan applies to books only. See Special Support Services for information on other assistance programs.

Financial Aid Satisfactory Progress

Students are required to be making satisfactory academic progress at the time they receive federal and state financial aid. All recipients of financial aid must be enrolled in a program of study leading to an associates degree, a TC certificate, or transferable toward a baccalaureate degree. The assessment will be made regardless of the number of semesters attended or the number of hours attempted during the year.

Grades of A,B,C,D,F,CE,CA,CR,W,X, XF and I are considered hours completed. Drops, withdrawals, and course repeats are counted as hours attempted. All college level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

NOTE: Policy is under review and may be subject to change.

Students must meet these minimum satisfactory academic progress standards in order to initially receive and to maintain eligibility for Title IV funds. These satisfactory academic progress standards apply to all students, including transfer students and students who did not previously receive financial aid.

To make satisfactory academic progress, a student must:

1. pass a minimum percentage of all courses attempted;
2. maintain a minimum cumulative grade point average (GPA); and
3. complete a degree or certificate program within a maximum time frame

Satisfactory Academic Progress Requirements for Associate Degree Students

The Office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), credit hour completion, and maximum time frame. Satisfactory progress will be measured one time per year, at the end of the Spring semester.

Qualitative Standard (Hours Earned and Grade Point Average) for Associate Degree Students

Satisfactory academic progress will be measured according to the chart below:

Cumulative Semester Hours Attempted*	Cumulative Grade Point Average	Minimum Percentage of Semester Hours Passed
1-6	1.00	50%
7-12	1.25	50%
13-18	1.50	50%
19-30	1.75	60%
31-41	1.90	67%
42 and above	2.00	70%

*Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid has been previously received. House attempted includes all coursework on the transcript, including transfer credit and grades of I, W, WP, WF, and forgiven courses.

Quantitative Standard (Maximum Time Frame for Eligibility)

Students must complete a degree or certificate program within a certain time frame. Federal regulations allow a maximum time frame of 150% of the number of credits needed to complete the degree or certificate program. This time frame is effective for all students, even those, that have not previously received financial aid. The 150% rule applies to all classes attempted by the student, including vocational, developmental and transfer hours. Once a student earns an associate degree from TC, they are not eligible to participate in financial aid program without appeal. Example: A student working toward an A.A. degree needs 64 hours to graduate. Once that student completes 96 hours (64 hours x 1.5), he/she is no longer eligible for financial aid.

Grade Point Average for Certificate Students

Satisfactory progress will be measured at the end of each semester. Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college level credit hours earned at TC in order to remain eligible for financial aid.

Completion Rate for Certificate Students

Students receiving financial aid must complete 75% of all hours taken at TC. Note: Students not meeting criteria at the end of each fall semester shall be sent an email informing them that they need to improve their GPA and/or completion rate or they may lose their eligibility for financial aid for the next semester.

Maximum Time Frame

Generally, students may receive federal or state financial aid up to 150% of the time it takes to complete their educational objectives either an Associates degree or Certificate. This includes all transfer credit hours and excludes developmental remedial course work. Students who have attempted less than the 150% of course work at the beginning of a given semester may receive an award for that semester. Students who have attempted more than the 150% of course work may not be eligible to receive federal or state financial aid. Note: There is a limit of 27 semester hours of developmental course work for any individual student. Developmental hours attempted beyond this 27 hour limit will not be included in course load for payment purposes. Repeated courses shall not be included in determining course load unless the course(s) being repeated is (are) required and/or will produce additional college credit hours required to achieve the students' educational objective.

FINANCIAL AID PROBATION

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid.

FINANCIAL AID SUSPENSION

Students placed on financial aid suspension, although they may continue to enroll at the College, must pay for their own expenses.

REINSTATEMENT OF ELIGIBILITY

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate and GPA.

FINANCIAL AID SUSPENSION APPEAL PROCESS

Reasons for Appeal

A student may file an appeal for the following reasons:

- Medical condition or death in the family was a factor in the student not making satisfactory progress; or
- Maximum time limit has been met; or
- Change of major caused the student to exceed maximum time limit.

Documentation Required for Appeal

Documentation such as that listed below is required. The documentation must provide proof of the claim being made and originate from a verifiable source.

Examples of proper documents might include verification from a doctor, a copy of a death certificate, and letters from instructors, counselors, or others to support the appeal request or other verifiable documentation that substantiates the student's claim.

A student who has been denied financial aid for failure to meet the satisfactory progress requirements outlined in this policy may appeal by completing an appeal form, explaining mitigating circumstances, and providing the documentation to support their claim. The Financial Aid staff shall evaluate individual mitigating circumstances and will notify students of the decision regarding their

VETERANS' BENEFITS

All college credit curricula of Temple College have been approved for veteran's training. Applicants should secure the proper VA application form from the VA Specialist in the Admissions and Records Office at Temple College or from the nearest VA Regional Office. This completed form should be given to the VA Specialist at TC. The College will forward this application along with other certification forms to the Muskogee Regional Office. Certification requests should be made, in writing, for each semester of eligible school attendance.

Returning veterans who wish to receive continuous benefits (paid through the semester breaks) MUST submit their request for VA Certification at least 30 days prior to the beginning of the next term. They must also be registered for the subsequent term.

A program of education will consist of a combination of subjects or courses pursued at a school which is generally acceptable to meet requirements for a predetermined educational, vocational, or professional objective. Veterans or eligible persons may not be paid for courses that are not required for their programs of education and may not continue taking courses once his or her objective has been reached without filing for a change of program. For example, a veteran who has received an associate degree may not continue taking courses at a junior college unless a change of programs is submitted.

Veterans or eligible persons may not be paid educational assistance for courses already completed satisfactorily.

VETERAN'S SATISFACTORY PROGRESS

Students are required to be making satisfactory academic progress at the time they request veteran's benefits. All students requesting benefits must be following a degree or certificate plan. The VA will NOT pay for course work not on a student's degree or certificate plan. Satisfactory progress will be measured at the end of every semester (Spring, Summer, and Fall). Veterans who are placed on scholastic suspension will be reported as "Unsatisfactory Progress" and will have their veteran's folder flagged as academic dismissals and will not be re-certified at any subsequent semester of enrollment. The veteran student who is on suspension must comply with VA guidelines for satisfactory progress before reinstatement of their VA benefits will be approved.

Grades of A, B, C, D, R, CE, CA, CR, and I are considered hours completed. The VA office will only pay students with these letter grades once, regardless of the college attended at the time of course work. If a student has credit for a course, or has a passing grade in a course ('D' or above), the VA will not pay for the student to re-take the course, even if the student did not use the Montgomery GI Bill during the semester the course was taken. Students repeating course that if failing ('F') will only be certified to take the course again one time; however, the VA office in Muskogee, OK holds the right to re-certify course work that is considered failing for special circumstances.

SATISFACTORY PROGRESS CRITERIA

Temple College evaluates student satisfactory progress on the basis of a student's cumulative grade point average (GPA). Students receiving veteran's benefits must maintain a 2.0 cumulative grade point average in order to remain eligible for their benefits.

VA ACADEMIC PROBATION

A student who does not meet the Satisfactory Academic Progress criteria will be placed on academic probation. If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving veteran's benefits.

VA ACADEMIC SUSPENSION

Students placed on VA academic suspension, although they may continue to enroll at the College, will not be certified for VA benefits until they have met the Satisfactory Academic Progress.

REINSTATEMENT OF ELIGIBILITY

VA eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above). Once a student has attained the required 2.0 GPA, Temple College will then certify the student for VA benefits beginning the semester after the GPA was achieved.

VA SUSPENSION APPEAL PROCESS

Reasons for Appeal:

Exceptions or special circumstances may be considered by the VA Certifying Official. Information, which may be considered for an appeal, may include, but is not limited to, unusual circumstances such as extended medical confinement, the death of a relative of the student, or divorce of parents or spouse.

Documentation Required for Appeal:

Documentation such as that listed below is required, must document the claim being made, and originate from a verifiable source;

Verification from a doctor, copy of, death certificate, or other verifiable documentation that substantiates the student's claim.

Letters from instructors, counselors, or others to support the appeal request.

A student who has been denied veteran's benefits for failure to meet the satisfactory progress requirements outlined in this policy may appeal by completing an appeal form, explaining mitigating circumstances, and providing the documentation to support their claim. The VA Certifying Official shall evaluate individual mitigating circumstances and will notify students of the decision regarding their appeal within three weeks.

Students may appeal the decision of the VA Certifying Official to the Appeals Committee. The VA Certifying Official must receive this written appeal before the following deadlines:

August 20 for Fall, January 10 for Spring, and May 20 for Summer.

If the deadline falls on a holiday or a weekend, the deadline date will be extended to the next business day.

Exceptions to this policy may be made at the discretion of the VA Certifying Official. This policy is subject to change as required by the Veteran's Affairs Office in Muskogee, OK and/or by Temple College.

VETERANS ATTENDING TEMPLE COLLEGE UNDER THE HAZELWOOD ACT

The applicant must comply with the provisions of Article 2654-b-1, Chapter 9a, Title 49, Vernon Statutes, 1936, and amendments thereto. Basically, the applicant must meet the following qualifications to be eligible for the Hazelwood act:

1. Citizen of Texas when entered service.
2. At least 180 days active military duty, excluding training.
3. Less than 150 credit hours on Hazelwood since fall 1995.
4. Not gaining access to Hazelwood through a defaulted loan.
5. Honorable discharge or general discharge under honorable conditions.
6. Limited federal education benefits. Any federal educational benefits such as Pell and SEOG must be counted before Hazelwood is awarded.

The applicant must complete an application to attend Temple College under the Hazelwood act with the Director of Admissions and Records and see a financial aid representative not later than the last date set for registration.

The applicant shall not be eligible under this application:

- a. For enrollment in courses requiring individual instruction, and for which an additional tuition is charged.
- b. For auditing of any courses.
- c. From exemption of fees, such as lab, student use, registration, etc.

The applicant shall be governed by catalog regulations regarding attendance, quality of work, and seriousness of purpose.

ACADEMIC ADVISING AND CAREER PLANNING SERVICES

ACADEMIC ADVISING

Our mission is to create a relationship of shared responsibilities between students and Temple College that results in successful social and academic integration, education and career plans, and the pursuit of study and life skills.

Academic Advising services are available to help students make decisions and to promote their success and well-being. Services include career counseling, educational planning, transfer advising, and preliminary degree audits. Educational Planning includes assisting students in deciding on a college major and providing course scheduling advice. Referral services for personal counseling are also available.

Advisors provide information on Texas Success Initiative requirements and advise students on appropriate options. Advisors use a variety of tools to locate information on majors and careers, including reference materials and the Internet.

Students who plan to transfer to a senior college or university to complete a bachelors degree will work in collaboration with advisors to determine the steps necessary for transfer.

CAREER COUNSELING

The Temple College Advising Center is committed to providing the highest quality professional career counseling services to students. Our goal is to promote student development and self-knowledge through education, so that students can make appropriate and satisfying career choices. This is accomplished through workshops, career interest testing and self-help resources.

COLLEGE SUCCESS SEMINAR

The Advising Center in conjunction with Student Life offers a New Student Orientation before the Fall semester of each year. This is a workshop open to all first-time students. The seminar provides an orientation to college as well as numerous college success techniques.

SELF-HELP MATERIALS

A wide variety of college catalogs, pamphlets, brochures, and handouts are available for students.

CONFIDENTIALITY

Because academic advising and counseling are personal matters, the Advising Center maintains confidentiality to the limits provided by law. No record of advising is contained in any academic, educational, or career placement file, and student information is only released with the student's written permission. The only exception would be in cases mandated by law, such as imminent danger to self or others; abuse of children, the elderly, or the disabled; sexual exploitation of students by academic advisors; or court subpoena.

COST

There are no costs to the student for academic advising services. A fee is charged for certain tests typically used in conjunction with career exploration.

Staff members will consult with and develop specific programs or presentations for faculty, campus organizations, and the campus community.

STUDENT RESPONSIBILITY

Bring the following with you when you meet with an advisor:

1. Tentative schedule including alternative classes.
2. Your current class schedule.
3. If you plan to transfer, the CURRENT CATALOG of the college to which you intend to transfer.
4. If this is your first semester at Temple College, copies of any other college transcripts.

STUDENT SERVICES

STUDENT SERVICES

Services that supplement students' academic goals are located within One College Centre. These services include the following: Admissions and Records, Advising, Financial Aid, Services for Students with Disabilities, Veteran's Affairs, Student Life, and TRIO. In addition, Student Services provides services for students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experience.

DISABILITIES SERVICES

Temple College will take the steps required to provide reasonable accommodations in order to assure that no individual with a documented disability is excluded, denied service, segregated or otherwise treated differently because of the absence of auxiliary aids and services. Persons requesting accommodation for disability must provide documentation no more than 3 years old and complete a request for services with the Disabilities Services Coordinator located in One College Centre, Advising Center. Telephone: (254) 298-8335.

Accommodations may include, but are not limited to:

- Note Takers
- Interpreters
- Tutoring
- Advising and academic counseling, assessments and referrals for personal counseling
- Special Testing Arrangements

EDUCATIONAL ASSISTANCE CENTER The Educational Assistance Center is located on the second floor of One College Centre. It offers a self-paced, individualized program that addresses the specific academic needs of students entering college. The center provides evaluation of college readiness and a variety of instructional options in order to address the different learning styles of students. Instructors and tutors are available to assist students and prospective students in improving basic reading, math, writing and study skills needed to do college level work. Preparation for college placement testing, allied health and nursing entrance testing is also provided. Services and adaptive technology are available to assist students with specific learning or physical disabilities. For more information and referral, contact the Student Services Office (254) 298-8333.

TUTORING

Tutoring services are offered through the Student Services office for students who have individual learning needs. Students may want to take advantage of tutoring services in the following labs: Educational Assistance Center, Computer Department and Anatomy & Physiology Lab. Students interested in being tutors may apply through the Student Services Office. Student tutors need to have a grade of A or B in classes they wish to tutor and the recommendation of an instructor. For more information, contact the Student Support Services Office (254) 298-8333.

FINANCIAL ASSISTANCE

Students enrolled in technical certificate or degree programs are eligible to apply for assistance with textbook loan, or transportation expenses. A limited amount of funds are available and are awarded based on students with greatest need. For applications come to the Student Support Services Office in One College Centre. For more information call (254) 298-8333.

TRIO PROGRAMS

The TRIO Program at Temple College is a federally funded grant-based program designed to help eligible students graduate or transfer from TC and gain acceptance into a four-year college or university. Congress established TRIO Programs in 1965 to ensure equal educational opportunity for all Americans, regardless of race, ethnicity, or economic circumstance. Since that time an estimated two million students have graduated from college with the special assistance and support of our nation's TRIO Programs.

Students in TRIO Programs are more than twice as likely to remain in college than those students from similar backgrounds who did not participate in the program. Temple College students may qualify for the program in several ways:

1. if neither parent has a B.A. or B.S. degree from a four-year college or university;
2. if the student has a disability; or
3. if the student satisfies low-income criteria set by the federal government.

CENTER FOR EDUCATIONAL ADVANCEMENT

The Center for Educational Advancement is located in the Instructional Services Center (ISC Building; Rooms 150-153). It was

established specifically for TRIO Program participants at Temple College. The Center houses the advising and counseling offices as well as the tutoring and learning lab facilities available for use by TRIO students. Information about the TRIO Program at Temple College is available at the Center via phone (254-298-8376) or the Internet (www.trio.templejc.edu).

SERVICES OFFERED TO TRIO PARTICIPANTS

- Academic Advising/Registration for TRIO students
- Counseling for TRIO students
- Tutoring (math, writing, reading, science)
- Learning lab (computers, printers, resources)
- Study skills instruction
- Special workshops and field trips
- Students may qualify for additional financial assistance

ACADEMIC ADVISING AND REGISTRATION

Students participating in the TRIO Program undergo academic advising, counseling and registration for Temple College at the Center for Educational Advancement. Since all TRIO students must be interested in pursuing an academic program oriented towards gaining admission into a four-year college or university, academic advising is a central component of the TRIO Program at Temple College. Students begin the process of contacting four-year institutions early in TRIO to identify specific requirements for the academic program they are interested in pursuing. Academic advisors at TRIO assist in this early valuable guidance and insight to TRIO students in the selection of appropriate coursework at TC in preparation for further study at a four-year institution.

COUNSELING

Counseling at the Center for Educational Advancement is especially important to the TRIO student in remaining in school and thus having the opportunity of achieving success in gaining admission into a four-year college or university. Because TRIO is limited to students pursuing an academic degree, the resulting low student to counselor ratio means students are able to spend more time with counselors. Counselors at TRIO develop one-to-one first name relationships with students because they are familiar with the diverse ethnic backgrounds typically reflected in the TRIO student population. In addition students meet with TRIO counselors at least once each month during a semester to monitor academic progress and discuss concerns or potential problems.

TUTORING

Tutoring is offered free of charge to TRIO students. Tutors in the TRIO Program (peer as well as professional) are chosen for their ability to relate to and communicate well with the diverse multicultural population dynamics of TRIO participants. Low student to tutor ratios enable tutors to devote individual attention for significant blocks of time to each student. TRIO students avail themselves of well-qualified tutors in math, writing, reading, as well as the natural, physical and social sciences. Typically, TRIO students meet at least once each week with their respective tutors.

LEARNING LAB

The TRIO Learning Lab is complete with state-of-the-art computer technology; Internet access, email, as well as software and printers necessary to complete academic assignments are all part of the TRIO experience. In addition there are text and software resources for both academic enhancement and career objective exploration. The learning environment at the lab is designed to be conducive to study, quiet discourse and reflection.

STUDY SKILLS INSTRUCTION

The learning lab at the Center for Educational Advancement contains text and software resources to address a variety of needs often experienced by TRIO students. These include study skills, test taking, thinking skills, the learning process, reading skills, the English language, presentation skills, argumentation and persuasion, literacy, ESL, writing (style, structure, editing, revising, the research paper, research skills), Internet literacy, the college experience. Where necessary, individual instruction and workshops are provided.

SPECIAL WORKSHOPS AND FIELD TRIPS

The TRIO Program includes a component for special cultural events and field trips designed to expose the TRIO student to the diverse social and cultural milieu which constitutes American society. TRIO students must attend at least two cultural events each semester to maintain their participation in TRIO. Field trips often include visits to local universities and colleges where they spend time on campus visiting with faculty and becoming familiar with the demands and prerequisites of a four-year institution.

FINANCIAL ASSISTANCE

Financial assistance is available to qualified TRIO participants. This aid is dispersed on a case-by-case basis and is considered after a student has received his or her financial aid award from Temple College and only if there is remaining unmet financial need pursuant to their education.

COMMUNITY SERVICES

Community service agencies work in coordination with Student Services offering assistance to qualified students. The following agencies provide tuition assistance, disabilities accommodations, and other services necessary for success of special populations.

VOCATIONAL REHABILITATION

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS Counselor. Examples of such conditions are orthopedic disabilities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the disabled student to become employable. Applications for such services should be made at: Department of Assistive and Rehabilitative Services, 4501 South General Bruce Drive, Suite 35, Temple, Texas, 76502. The Temple office number is (254) 773-1674.

WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Act consolidates and coordinates employment training, literacy, and vocational rehabilitation programs. Through local Workforce Center, WIA supports workforce investment activities that increase employment, job retention, earnings, and occupational skills of the workforce. If you are interested in learning more about services available under the Workforce Investment Act, contact your nearest Central Texas Workforce Center for additional information. The Temple office number is (254) 771-2555.

TEXAS BIOSCIENCE INSTITUTE

The Texas Bioscience Institute offers programs to promote a skilled and knowledgeable biotechnology workforce in Central Texas. Texas Bioscience Institute programs serve high school students, transitioning military personnel, military dependents, displaced workers, persons with limited English proficiency and others.

To allow students to interact with bioscience researchers, the Texas Bioscience Institute is located at Scott and White's West Campus, alongside bioscience research and development facilities. The Texas Bioscience Institute offers state-of-the-art laboratories and classrooms to support advanced courses in biology, chemistry, technology and technical communication. While coursework is taken at the new Texas Bioscience Institute, internships and apprenticeships take place in working bioscience facilities in industry or government organizations. By integrating theory and practice, the Texas Bioscience Institute creates scientists specifically qualified to support the emerging biotechnology industry in Central Texas and beyond.

Middle College Dual Credit Program

This component of the Texas Bioscience Institute allows high school juniors and seniors to study math, science, technology and technical communication and earn up to two years of college credit. This program makes college more accessible and affordable and provides strong adult support.

Associate of Applied Science in Biotechnology

The Associate of Applied Science in Biotechnology provides two years of college instruction at the Texas Bioscience Institute and an internship at a research facility to reinforce technical skills. Each graduate may become employed in biotechnology research or enter a four year institution as a college junior to study in a related field such as premedical studies or microbiology.

Certificates

Degreed students may enhance their skills and knowledge in biotechnology by earning one of the following two certificates: Advanced Technical Certificate in Biotechnology or Enhanced Skills Certificate in Genomics/Proteomics.

Apprenticeships

For qualified individuals, paid apprenticeships in bioscience topics may be available. Apprenticeships provide formal on the job training with an employer as well as current related technical college level instruction at the Texas Bioscience Institute.

For contact information related to any Texas Bioscience Institute/Texas Bioscience Institute program, contact the Administrative Assistant for the Texas Bioscience Institute at (254) 298-8782.

TESTING

A comprehensive testing program is available to assist students with assessing occupational interests and educational achievements. Tests are given for college entrance (ACT), course placement, and Credit by Examination (CLEP, DANTES and TC Institutional Exams). Also administered are the nursing pre-test (NET) for the ADN and the LVN programs and the HOBET test for other Allied Health Programs. Tests are proctored for the distance learning courses, Internet courses, make-up exams, and correspondence courses. Contact the Testing Center for specific information.

REQUIRED TESTING

New students (who are not exempt or waived) must have scores on file from an assessment test before registering for classes.

AMERICAN COLLEGE TESTING PROGRAM

Temple College is a designated national test center for the American College Testing Program (ACT). ACT Tests are administered in February, April, June, October and December. Check with the Testing Center for exact dates and for registration packets.

COLLEGE CREDIT BY EXAMINATION

A student who is qualified by experience or previous training may take a special examination to establish college credit in some courses. Temple College provides opportunities for students to receive college credit by examination through five methods:

1. College Board Advanced Placement Program (AP)
2. International Baccalaureate (IB)
3. College Level Examination Program (CLEP)
4. Defense Activity for Nontraditional Education Support (DANTES)
5. Temple College Institutional Examinations

Credit by Examination Policy

1. Credit by Examination (AP, IB, CLEP, DANTES, and Institutional) may be attempted one time in any approved course.
2. Credit by Examination may not be attempted in any course in which the student has earned credit.
3. Students must complete one semester in residence at Temple College before any Credit by Examination is posted on the transcript. Credits earned through Credit by Examination will be posted on the student's transcript either during the current semester, if the student is enrolled, or during the next semester in residence following the examination. The examinee must be a student at Temple College in order to receive credit for a Credit by Examination test.
4. The last eighteen (18) hours required for graduation in any degree program or a total of 32 hours must be earned in residence and may not be earned through Credit by Examination.
5. Students must have successfully demonstrated Texas Success Initiative eligibility for the specific Credit by Examination course(s) prior to completing registration for the examination.
6. The fee schedule for Institutional Examinations is set by Temple College. Fee schedules for CLEP and DANTES are set by the College Board. There is no refund of examination fees.
7. Registration information, application forms, procedures, and fee schedules are available in the Testing Center.

College Board Advanced Placement Program (AP)

The Advanced Placement (AP) examinations are offered once a year in May, usually in high schools that offer college-level courses based on AP course descriptions. Each high school that gives the examinations sets its own registration deadline (no later than March) and collects fees. Contact the high school counseling center for additional information. If no high school in the vicinity is administering AP Examinations, students should write for information, by February 1, to AP Services, CN6671, Princeton, NJ 08541, or call (609) 734-3800.

International Baccalaureate (IB)

The International Baccalaureate (IB) curricula and corresponding examinations are now being offered worldwide to highly motivated students who are enrolled in courses that are affiliated with the IB Program. For information on the IB program, contact your local high school counselor or International Baccalaureate North America, 200 Madison Avenue, New York, NY 10016 or call (212) 696-4464. College Level Examination Program (CLEP): General and Subject Examinations College Level Examination Program (CLEP) examinations demonstrate the specific knowledge and skills gained through job experience, outside course work, or specialized independent reading. The examinations require a high degree of knowledge. Information about CLEP examinations is available in the Testing Center and at www.CLEP.com/CLEP.

Policies and Procedures:

1. CLEP policies and requirements are established independently by each participating institution. Students who plan to transfer to another college should contact that institution for specific information about its policies.
2. CLEP examinations are administered at Temple College and scored by the College Board.
3. Students who meet minimum score requirements will receive "credit" on their transcripts. Letter grades will not be recorded.

Defense Activity for Nontraditional Education Support (DANTES)

The DANTES Program is a testing service conducted by Educational Testing Service (ETS) for DANTES, an agency of the Department of Defense. DANTES' mission is to help service members obtain credit for knowledge and skills acquired through nontraditional educational experiences.

1. Each institution that adopts the DANTES Program uses only tests that are suited to its curriculum, sets its own fee for test administration, sets its own testing schedule, and administers the tests.
2. DANTES examinations are administered at Temple College and are scored by ETS. Two score reports are automatically provided; one for the student and one for the institution.
3. Ordinarily, score reports are sent out from five to ten working days after ETS receives the answer sheets.

REGISTRATION

Registration must be completed during the appropriate times set by Temple College. Registration consists of completing the required forms, preparation of a class schedule, and paying all tuition and fees. You may pay for your courses by cash, check, DISCOVER, VISA or MASTER CARD. Payment can also be made online using the e-cahier option found on the Temple College Home page. This program is administered by the FACTS management company.

STUDENT RECORDS

Temple College maintains a file on every past and present student which may contain any or all of the following: Applications for admissions, high school and college transcripts, GED test scores and certificates, conditional enrollment statements, residency documents, approved course substitutions on degree plans, approved grade changes, and requests for transcripts or other records. These records are retained as outlined in the Local Government Records Act and Local Records Retention Schedules for Public Junior Colleges as published by the Texas State Library and Archive Commission. Student records are available to the administration and faculty of the College for purposes of student counseling, academic advising, and information related to the future academic and/or employment pursuits of the student. The Director of Admissions and Records is responsible for the administration of student records and all inquiries should be addressed to that officer of the College. Students wishing to receive official copies of transcripts or other records should submit a written request to the Admissions and Records Office.

Students wishing to review their educational records must make written requests to the Director of Admissions and Records listing the item or items of interest. Any discrepancies thought to exist by a student should be brought to the attention of the Director of Admissions and Records. Records are not expunged or changed without the approval of the Director of Admissions and Records.

Information relative to a student's name, address, telephone, date and place of birth, degree(s) earned and date, major field of study, academic classification, dates of attendance, number of semester hours in progress and attained to date, most recent high school or college previously attended, weight and height of members of athletic teams, current class schedule, most recent previous schools attended, and photographs are considered directory information. Students may withhold directory information by notifying the Director of Admissions and Records in writing within the first twelve days of the fall or spring semester and first four days of a summer session.

STUDENT RESPONSIBILITIES

All correspondence from Temple College to the student will either be 1) mailed to the address provided on the Application for Admission, or 2) sent to the student's Temple College email address. Any address changes must be made in writing to the Admissions and Records Office. Students are responsible for all communication that is either 1) mailed to the last address on file, or 2) sent to the student's Temple College email address. Graduation information needs to be noted separately.

NAME CHANGES

Provide your legal name on your application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate, driver's license, or social security card. A student who wishes to discontinue the use of her/his married name and resume the use of her/his maiden name or a different name, must present a divorce decree or signed court order showing restoration of the maiden name or other names. An affidavit must be provided prior to processing the name change. Submit name change documents and affidavits to the Admissions and Records Office.

CHANGES OF SCHEDULE AND WITHDRAWALS

The following paragraphs give the information for changes of schedule and withdrawals for courses and semesters of traditional length. Students should check with Admissions and Records regarding the applicable deadlines for courses of different lengths.

After the student has completed registration (fees paid), schedule changes (adds and drops) may be completed only during the times scheduled by the Admissions and Records Office which are published in the schedule of classes.

Withdrawals: Students who withdraw from courses (drop) prior to the official census dates will not appear on the official class rolls for the courses, nor will the courses show on their permanent records. Withdrawals after the add/drop periods described above require the proper approvals and must be initiated in the Admissions and Records Office. A student must officially withdraw from a course to receive a W grade. A student has not officially withdrawn from a class if he/she simply stops attending unless he/she is administratively withdrawn.

Withdrawals after the official census dates will be handled according to the following rules:

Fall and Spring Semesters (16 Weeks)

After	Before	Grade
12th Class Day	End of 12th Week	W
End of 12th Week	End of Semester	No Withdrawals Allowed

Summer Semester (6 Week Session)

After	Before	Grade
4th Class Day	End of 4th Week	W
End of 4th Week	End of Semester	No Withdrawals Allowed

Summer Semester (8 Week Session)

After	Before	Grade
6th Class Day	End of 6th Week	W
End of 6th Week	End of Semester	No Withdrawals Allowed

Summer Semester (12 Week Session)

After	Before	Grade
9th Class Day	End of 9th Week	W
End of 9th Week	End of Semester	No Withdrawals Allowed

** Students may receive I grades in cases of medical emergencies or some other highly unusual circumstances.

NEW 6 DROP RULE POLICY

Temple College has adopted the following policy to implement SB 1231:

- Senate Bill 1231 provides that a student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education."
- This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.
- Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."
- The following classes are EXEMPT from the 6 drop rule:
 1. Classes taken by students while in high school (dual credit, middle college and/or early college).
 2. Third repeat courses (student is taking the class for the third time).
 3. Developmental Classes
- Students must contact the Advising Center for more information before dropping a course.
- All course drops/withdrawals initiated by a student will be processed by the Advising Center.
- Some exceptions for good cause could allow a student to drop a course without having it counted toward this limit, but IT IS THE RESPONSIBILITY OF THE STUDENT TO ESTABLISH THAT GOOD CAUSE AND PROVIDE ANY REQUIRED DOCUMENTATION in order to earn the status of exception.
- Advisors will have the discretion regarding the need for documentation of a drop.

- Exceptions for good cause include, but are not limited to the following:
 1. Family Emergency (FAM)
 2. Work related (WORK)
 3. Disciplinary action (DISC)
 4. Active duty military (MIL)
 5. Medical Emergency (MED)
 6. Deceased (DCSD)
 7. Not on State Report (S)
 8. Failure to thrive (F2TH)
 9. Administrative correction (ADCOR)
 10. Other (O)
- Additional codes already exist which are not exceptions include:
 1. Administrative change (ADMIN)
 2. Non-payment (N)
 3. On Academic Suspension (SUSP)
 4. Reinstatement (REIN)

Procedures for implementation of this statute have been developed and will be published in the 2008 catalog and Student Handbook, which can be found at the TC website of: www.templejc.edu (under the Catalog button and Student Services button.)

TRANSFER OF CREDITS

Since Temple College is fully accredited, all its semester hour credits except in certain developmental, preparatory and vocational-technical courses will transfer to other colleges. The Temple College core curriculum is fully transferable to any public college or university in Texas, and is guaranteed by the Texas State Legislature to meet all lower division core requirements of the receiving institution, up to a total of 42 semester hours. Colleges do not lower transferred grades; grades are filed just as they are received. For degree purposes or for determining scholastic standing, however, grades earned at other institutions are frequently not averaged with work done at the receiving college or university.

A few common sense practices should be observed with reference to the transfer of credits:

1. Colleges require a "C" average to obtain a degree. Therefore, frequently only such work completed at another institution which altogether averages the equivalent of "C" will be accepted by the receiving institution. Many colleges allow credit only for those courses in which the grade of "C" or better was obtained.
2. The courses selected at Temple College must conform to the degree requirements of the particular four-year college to which the credits will be transferred.
3. There is a limit to the number of semester hours credit which a four-year college will accept from a two-year college. This maximum is usually sixty-six semester hours, but may vary from this to a number not exceeding one-half the total number of hours required for the baccalaureate degree.

It is the student's responsibility to familiarize themselves with the course requirements of the college to which they plan to transfer and to make certain they satisfy those requirements both as to choice of courses and the quality of grades in those courses. Temple College provides academic advising and/or pre-registration counseling on an ongoing basis in order to assist the student in choosing courses that are articulated with the requirements of the four-year college of the student's choice. Contact the Advising Center for additional information.

RESOLUTION OF TRANSFER DISPUTES

Lower-division courses included in the Lower-Division Academic Course Guide Manual (Revised) and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of Coordinating Board publication **Lower-Division Academic Course Guide Manual (Revised)**. Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or remedial, and courses listed as "basic skills."

For senior four-year institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical and developmental/remedial courses.

Within the spirit of the law it is realized that differences in interpretation of "same course content" may generate disputes.