

TEMPLE COLLEGE

Established September 1926
TEMPLE, TEXAS 76504-7499
2600 South First Street
Phone: (254) 298-8282
1-800-460-4636
www.templejc.edu

CATALOG ANNOUNCEMENTS 2002-2003

Temple College is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone number 404-679-4501) to award Associate degrees.

Full Membership in, and Approved by,
Texas Higher Education Coordinating Board
The Texas Education Agency

Departmental Membership, Accreditation, and/or Approved by,
Commission on Accreditation of Allied Health Education Programs
National Accrediting Agency for Clinical Laboratory Sciences
Accreditation Review Committee on Education in Surgical Technology
Commission on Dental Accreditation, American Dental Association
Committee on Accreditation for Respiratory Care
Board of Vocational Nurse Examiners for the State of Texas
Board of Nurse Examiners for the State of Texas
National League for Nursing Accreditation Commission
Texas Department of Health Bureau of Emergency Management

Member of American Association of Community Colleges
Member of the Association of Texas Colleges and Universities
Member of Southern Association of Community, Junior, and Technical Colleges
Member of Texas Association of Community Colleges

Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

This catalog is a set of guidelines for Temple College students.
The information within is subject to change by the institution as necessary.



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College Business Hours

The business hours for the College are:

Monday – Thursday 8:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. – 12:00 N

The Admissions and Records office opens daily at 8:00 a.m.

Campus Numbers

Temple College (254) 298-8282 or outside Temple area 1-800-460-4636
Temple College, Taylor Center 298-8271 or (512) 352-2688
Cameron Education Center – Temple College 298-8318 or (254) 697-8642
TDD (254) 298-8253

| | | | |
|--------------------------------------|----------|--------------------------------------|------|
| Accounting Services | 8601 | History Department | 8351 |
| Admissions & Records | 8300 | Human Resources | 8580 |
| Advising Center | 8331 | I Can Learn Math Lab | 8348 |
| Art Department | 8570 | Information Services | 8450 |
| Athletic Department | 8522 | Institutional Advancement | 8592 |
| Automotive Services | 8470 | Institutional Research | 8340 |
| Band Hall | 8560 | Learning Assistance Center | 8599 |
| Biology Department | 8400 | Library | 8426 |
| Bookstore | 8575 | Maintenance | 8690 |
| Business & Community Education | 8619 | Management Department | 8635 |
| Business Department | 8635 | Manufacturing Tech. Department | 8472 |
| Cafeteria (Food Services) | 8579 | Math Lab | 8373 |
| Campus Safety | 8291 | Mathematics Department | 8358 |
| Cashier | 8611 | Media Center | 8421 |
| Chemistry Department | 8408 | Medical Lab Dept. 778-4811 | 4934 |
| Child Development | 8357 | Music Department | 8559 |
| CIS Open Lab | 8469 | Nursing ADN | 8666 |
| College Communications | 8590 | Nursing LVN | 8664 |
| Communication Department | 8596 | Office Information Systems | 8635 |
| Community Education | 8617 | Physics Department | 8406 |
| Computer-Aided Design | 8371 | President | 8600 |
| Computer Information Systems | 8465 | Pro-Engineering | 8364 |
| Criminal Justice Department | 8634 | Psychology Department | 8351 |
| Dental Hygiene Department | 8678 | Residence Hall | 8687 |
| Disability Coordinator | 8335 | Respiratory Therapy 778-4811 | 4934 |
| Distance Education | 8388 | Sociology Department | 8351 |
| Downtown Center | 8619 | Spanish Department | 8355 |
| Economics Department | 8351 | Special Support Services | 8334 |
| Emergency Medical Services | 8562 | Speech Department | 8551 |
| Engineering Department | 8408 | Student Life | 8696 |
| English Department | 8596 | Student Services | 8344 |
| Financial Aid | 8321 | Student Union | 8580 |
| Foundation | 8592 | Surgical Tech Department | 8651 |
| General Business Department | 8653 | Tech Prep | 8482 |
| Geographic Information System | 8363 | Testing Center | 8586 |
| Geography Department | 8351 | Transportation Department | 8471 |
| Golf Course | 773-0888 | TRIO | 8397 |
| Government Department | 8351 | Veterans Affairs | 8309 |
| Gymnasium | 8522 | | |

College Calendar

FALL SEMESTER, 2002

| | |
|------------------------------|---|
| August 1 | Last Test Day for New Students |
| August 19-21 | Regular Registration |
| August 26 | First Class Day |
| September 2 | Labor Day Holiday |
| September 4 | Census Day for 1st 8-Week Classes |
| September 16 | Census Day for 16-Week Classes |
| October 1 | Deadline to Apply for December Graduation |
| October 4 | Last Day to Drop a 1st 8-Week Class |
| October 16-18 | 1st 8-Week Class Final Examinations |
| October 18 | Mid-Semester |
| October 17-18 | Registration, 2nd 8-Week Classes |
| October 21 | First Class Day for 2nd 8-Week Classes |
| October 29 | Census Day for 2nd 8-Week Classes |
| November 15 | Last Day to Drop a 16-Week Class |
| November 26 | Last Day to Drop a 2nd 8-Week Class |
| November 27-29 | Thanksgiving Holidays |
| December 3 | Finals Begin for Evening Classes |
| December 4 | Last Class Day of Fall Day Classes |
| December 5 | Finals Begin for Day Classes |
| December 9 | Finals End / Semester Ends |
| December 12, 11:30 a.m. | College Closes for Christmas Break |

SPRING SEMESTER, 2003

| | |
|-------------------|--|
| January 6 | College Administrative Offices Open |
| January 7 | Last Test Day for New Students |
| January 7-9 | Regular Registration |
| January 13 | First Class Day |
| January 20 | Martin Luther King Holiday |
| January 22 | Census Day for 1st 8-Week Classes |
| February 3 | Deadline to Apply for May Graduation |
| February 3 | Census Day for 16-Week Classes |
| February 21 | Last Day to Drop a 1st 8-Week Class |
| March 5-7 | 1st 8-Week Class Final Examinations |
| March 6-7 | Registration, 2nd Eight Weeks |
| March 7 | Mid-Semester |
| March 10 | First Class Day for 2nd 8-Week Classes |
| March 17-21 | Spring Break |
| March 25 | Census Day for 2nd 8-Week Classes |
| April 11 | Last Day to Drop a 16-Week Class |

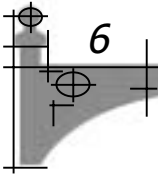
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| April 18 | Good Friday Holiday |
| April 25 | Last Day to Drop a 2nd 8-Week Class |
| April 29 | Finals Begin for Evening Classes |
| April 30 | Last Class Day of Spring Day Classes |
| May 1 | Finals Begin for Day Classes |
| May 5 | Finals End / Semester Ends |
| May 9 | Commencement |

SUMMER SESSION I, 2003

| | |
|----------------------|---|
| May 16 | Last Test Day for New Students |
| May 21-22 | Regular Registration |
| May 26 | Memorial Day Holiday |
| May 27 | First Class Day |
| May 28 | Last Day Registered Students May Add a Course |
| June 2 | Census Day for SSI 6-Week Classes |
| June 4 | Census Day for SSI 8-Week Classes |
| June 10 | Census Day for SS I 12-week Classes |
| June 20 | Last Day to Drop a SSI 6-Week Class |
| July 1 | Deadline to Apply for Summer Graduation |
| June 30-July 1 | Final Examinations for SSI 6-Week Classes |
| July 1 | Semester Ends |
| July 4 | Independence Day Holiday |
| July 3 | Last Day to Drop a SSI 8-Week Class |
| July 16-17 | Final Examinations for SSI 8-Week Classes |
| July 25 | Last Day to Drop a SSI 12-Week Class |
| August 11-12 | Final Examinations for SSI 12-Week Classes |

SUMMER SESSION II, 2003

| | |
|--------------------|---|
| June 27 | Last Test Day for New Students |
| July 1 | Deadline to Apply for Summer Graduation |
| July 2-3 | Regular Registration |
| July 7 | First Class Day |
| July 8 | Last Day Registered Student May Add a Class |
| July 10 | Census Day for SSII 6-Week Classes |
| August 1 | Last Day to Drop a SS II Class |
| August 11-12 | Final Examinations for SS II Classes |



Administration

BOARD OF TRUSTEES

- Jim Tranum — 2006— Chair
- Anne Penney Newton, Ph.D., Ed.D. — 2006— Vice Chair
- George W. Brindley, M.D. — 2008 — Secretary
- H. Q. Cole — 2006
- Walter P. Dyck, M.D. — 2004
- Jack W. Jones, Jr. — 2004
- Judy Morales — 2004
- Lydia Santibanez — 2008
- Larry J. Wilkerson — 2008

ADMINISTRATION

- Marc A. Nigliazzo President
- A. Wayne Criswell..... Vice President for Administrative Services
- Gwen Hauk Vice President of Educational Services

DIVISION DIRECTORS

- Advancement, Business, and Community Services Danette Toone
- Cameron Education Center John Bicknell
- Enrollment Management Angela Balch
- Distance Education Ray Lanford
- Fine Arts Thomas Fairlie
- Health Sciences Deborah Durham
- Information Technology Services Gary Jackson
- Learning Resources Kathy Fulton
- Liberal Arts Leigh Boyd
- Nursing Virginia Leak
- Mathematics, Science, and Physical Education Paul Foutz
- Resource Management Randy Baca
- Special Support Services Patricia Elliott
- Temple College at Taylor Jan King
- TRIO F. Andrew Wolf

DEPARTMENT CHAIRS

| | | |
|--|-----------------------------|--------------------|
| Biology | Ben Liles | 298-8400 |
| Business, Management, Office Occupations | Hal Ward | 298-8635 |
| Chemistry, Physics, Physical Science, Engineering | Sharon Hoffman | 298-8408 |
| Child Development | Pat Elliott | 298-8333 |
| Communications | Leigh Boyd | 298-8596 |
| Computer-Aided Design/ GIS/Technology | Bryant Reeves | 298-8363 |
| Computer Information Systems | Talma Botts | 298-8465 |
| Criminal Justice | Vacant | 298-8634 |
| Dental Hygiene | Deborah Durham | 298-8678 |
| Emergency Medical Services | Neil Coker | 298-8562 |
| Geographic Information Systems | Bryant Reeves | 298-8371 |
| Mathematics | Paul Foutz | 298-8358 |
| Medical Lab Technology | Billye Weaver | 778-4811 Ext. 4934 |
| Nursing, ADN | Virginia Leak | 298-8666 |
| Nursing, LVN | Glynda Parker | 298-8664 |
| Performing Arts | Thomas Fairlie | 298-8555 |
| Physical Education | William Willis | 298-8523 |
| Respiratory Care | William Cornelius III | 778-4811 Ext. 4934 |
| Social and Behavioral Sciences | Gary Griffith | 298-8351 |
| Surgical Technology | Carol Reinking | 298-8651 |
| Transportation | Charles Statz | 298-8471 |
| Visual Arts | Michael Donahue | 298-8570 |

President's Message

On behalf of the Board of Trustees, the faculty, staff and students, I am pleased to welcome you to an exploration of the many programs and services provided by Temple College. As a comprehensive community college, TC has offered quality educational opportunities for over 75 years, consistently meeting the dreams and aspirations of its students.

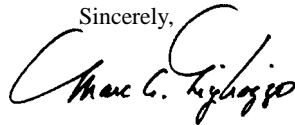
If your goal is to pursue a baccalaureate or higher degree, Temple College is the point of access for numerous professional fields. If your interests lie within a field of technical study, Temple College offers many options leading directly to employment, with programs offering meaningful “exit points” to the workplace or leading directly to an Associate of Applied Science degree. If you need short-term training or re-training in a specific field, Temple College provides extensive opportunities in partnership with local business and industry.

If you wish to improve your basic skills to enter college or to strengthen your employability, there are effective programs available in Adult Basic Education, ESL, and GED preparation. And if you simply want to have fun learning, our Community Education Program provides an ongoing array of avocational and recreational opportunities.

Temple College combines a sense of history and tradition with unprecedented progress in the development of technological support for instruction. It is undergoing extensive transformation through a campus improvement program as it prepares to serve the students of the new century. It is truly an exciting time to be at Temple College, and I invite you to experience not only the quality of instruction but the many other opportunities on campus for enrichment through student organizations and activities, cultural and athletic events, forums and workshops, many featuring local, state, and national leaders.

I hope that you will join us on one of our Temple campuses, at our educational centers in Cameron and Taylor, or perhaps, through the wonders of telecommunications, from a location most convenient to you. Our commitment at Temple College is quite simple, to make a difference in the life of each individual student. We are truly preparing for your future, and we look forward to an opportunity to assist you.

Sincerely,



Marc A. Nigliazzo, Ph.D.
President



Temple College Purpose Statement

Temple College is a public community college, founded in 1926 through the joint efforts of civic, business, and educational leaders. The mission of Temple College is to serve the founders' vision by meeting the needs of individual students and area communities and businesses through quality educational programs and services that prepare our diverse population to enter an ever-changing global society.

VALUE STATEMENTS

Temple College continuously assesses its programs and services and utilizes the results for ongoing excellence in education, leadership, and innovation.

Learning Environment — Temple College pledges to provide a stimulating, compassionate, supportive educational environment that encompasses the entire community. The College offers a variety of opportunities to all Central Texas citizens through academic transfer, technical programs, continuing education, and adult education. The College recognizes the need for physical education and provides opportunities through physical education classes, recreational sports, and intercollegiate athletics. To achieve the desired educational goals, Temple College provides a safe, comfortable learning environment.

Quality Access — Temple College provides access to educational opportunities to create a diverse student population regardless of race, color, gender, religion, or disability. The College informs the citizens in its service area of the educational opportunities available to them at the campus, at off-campus sites, and through distance-learning methods. Operating with an Open Door admission policy, the College takes the responsibility of providing courses for the under served and for those who lack the academic skills to succeed at the college level.

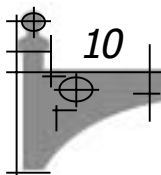
Student Development — Temple College provides services to help students succeed in choosing and achieving their career and educational goals. The College also designs activities to help students develop leadership potential and pursue special interests.

Economic and Workforce Development — Temple College strives to improve the prosperity of our region through partnerships with business and industry, government, and community organizations. The College strives to supply Central Texas with a skilled, educated workforce by providing programs for individuals who wish to enrich their lives or to enhance existing knowledge and skills to meet new job demands. Temple College is a critical link for promoting life-long learning.

Community Partnerships — Temple College serves as a catalyst for cultural, artistic, intellectual and physical activities to enrich the lives of Central Texans through its humanities and fine arts and athletic programs.

Technology — Temple College endeavors to offer the latest technology to help students and instructors attain their educational goals by providing modern learning resources, tools, and technology.

Stewardship — Temple College believes the most important resource of the College is its people who are an integral component of a supportive collegial work environment, which rewards excellence. The College is aware that the community has entrusted it with resources and strives to return that trust by assuring maximum benefit for the community.



Temple College is committed to excellence in helping students reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility, and global awareness. As a leader in education, the College is proud of its mission of challenging the human mind to explore new ideas and seek new opportunities.

HISTORY AND LOCATION

Temple Junior College was founded in 1926, in response to the need for a post secondary institution in Temple. The College is a result of the joint efforts of civic, business, and educational leaders. In 1996, the name of the College was changed to Temple College to reflect its role as a comprehensive college, offering transfer programs, technical education, continuing education, career and workforce training, and cultural activities.

From 1926 until January of 1957, the College was housed in the basement of Temple High School. As the student body grew so did the need for a permanent campus, and the College moved to its present location in south Temple. The campus now exceeds one hundred acres. It has twelve buildings including a residence hall that provides on campus housing for men and women. The Temple College Apartments provides on-campus housing for low-income student families. The College also has an indoor heated collegiate size swimming pool, a golf course, baseball and softball fields, and an intramural field.

Temple College has traditionally offered pre-professional courses leading to degrees in medicine, law, education, engineering, and similar fields as well as more general courses that enable students to enter liberal arts colleges for baccalaureate degrees. Continuing Education and the evening and summer sessions have grown in enrollment and scope. The technical program of the College expanded with the opening of the Technical Center in 1967.

With an enrollment of 3300, the College is large enough to maintain a flexible and varied program. It is, at the same time, small enough to provide students with opportunities for the development of leadership abilities. Temple College offers telecourses and interactive TV courses via the BellNet. The College also offers a limited number of courses on the Internet.

On campus classes offer small class sizes making possible a close personal relationship between students and their instructors. To meet the information needs of the students, faculty and staff of Temple College the Hubert M. Dawson Library supplies books, periodicals, reference tools, and other materials. The library collection consists of over 52,000 books and bound periodicals, nearly 400 magazines and newspaper subscriptions, thousands of microforms, college catalogs, and audiovisual materials. The library provides electronic access to a number of periodical index databases including Academic Abstracts, Cumulative Index to Nursing and Allied Health Literature, Academic ASAP as well as the full-text versions of the Dallas Morning News and the New York Times on CD-ROM. Several web-based periodical indexes are also available via the Internet at the library.

To serve the increasing educational and training needs of eastern Williamson County and the surrounding area, Temple College opened Temple College at Taylor in the fall of 1997. The Taylor Center provides a variety of academic and technical courses, as well as workforce training. Students attending classes at the Taylor Center are as diverse as the courses offered, from traditional students, concurrent students, employed individuals to senior citizens exploring their interests. Temple College offers library services to the Taylor Center through an agreement with the Taylor Public Library.

In the spring of 1999, Temple College and the city of Temple entered into a partnership to establish a downtown College center in the old Temple Post Office Building. Temple College Downtown Center opened in May 2000 and is the new home for the Computer-Aided Design Department and economic and business development activities.

The Cameron Education Center – Temple College opened in January 2000 to serve the educational and training needs of Milam County and surrounding area. Day and evening credit courses, technical and workforce training and continuing education classes are available at the center.

Temple College is located in Temple, Texas, a city of approximately 55,000 in the heart of Texas. Temple is recognized as the Hospital Center of the Southwest as it has within its boundaries King's Daughters Hospital, Scott and White Hospital, Scott and White Santa Fe Center, and Olin E. Teague Veteran's Center. Each of the hospitals cooperates with Temple College by providing the very finest in Allied Health Science and Nursing clinical education. The Texas Blackland Experiment Station, recognized for its research and development in Central Texas, is adjacent to the Temple College Campus. Temple is the home of Radio Station KTEM on 1400 KC, COOL 101.7, KCEN -TV Channel 6 and the *Temple Daily Telegram*. These businesses are very generous in making their personnel and facilities available to the College for instructional and entertainment purposes.

Temple is 125 miles from Dallas and Fort Worth, 60 miles from Austin, 150 miles from San Antonio, and 175 miles from Houston. It is, therefore, well located with reference to commercial, cultural, and political centers of Texas and the Southwest.

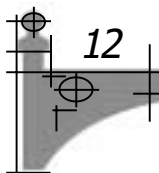
WHY COME TO TEMPLE COLLEGE?

Temple College enjoys an excellent academic reputation and offers Associate of Arts and Associate of Applied Science degrees, as well as community education courses and public and corporate services. The AA degree offers the first two years of a four-year degree, and the AAS degree prepares students for employment in many technical fields, which require only two years of higher education. The College is friendly, convenient, and economical for students residing in Central Texas. Campus activities, which enhance college life, are varied and accessible. Attending Temple College is an excellent way to adjust to college life before going to a distant senior college or to prepare for one of the four-year colleges in Bell County: University of Mary Hardin-Baylor in Belton, Texas, or Tarleton University System Center-Central Texas in Killeen, Texas. Courses are also available to students at Temple College at Taylor in Taylor, Texas, Cameron Education Center in Cameron, Texas or at Temple College Downtown in Temple.

TEMPLE COLLEGE FOUNDATION

Temple College Foundation is a non-profit corporation established in 1982. The purpose of The Temple College Foundation is to assist in and contribute to the academic and physical growth and development of the College. College Trustees and citizens at large make up The Foundation Board.

The Foundation welcomes gifts of cash, life insurance securities or other property, directly or through wills or trusts. All gifts to The Foundation are tax deductible.



RECOGNITION AND ACCREDITATION

Temple College is a comprehensive two-year college, and the students are given full credit for their work in senior colleges and universities, provided it is done in keeping with requirements of those colleges and universities. Temple College graduates have successfully entered and completed work in senior colleges and universities throughout the United States.

Temple College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-679-4501) to award Associate degrees. It is also recognized and approved by the Texas Higher Education Coordinating Board and the Association of Texas Colleges as a first-class two-year college. It is an active member of the Texas Community College Association, the Texas Association of Community Colleges, and the American Association of Community Colleges.

For more information visit TC's web site www.templejc.edu

GRADUATE GUARANTEE PROGRAM

TRANSFER CREDIT

Temple College guarantees to its Associate of Arts graduates who have met the requirements for the degree, beginning June 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Temple College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file in the Admissions and Records Office at Temple College.
4. Only college-level courses with the Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Division Director of Enrollment Management at Temple College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, Temple College will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution within a one-year period from granting of a degree at Temple College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

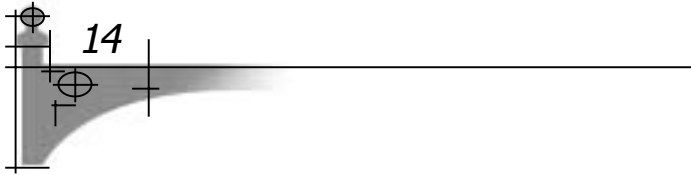
Temple College has articulation agreements locally with the University of Mary Hardin-Baylor in Belton and Tarleton State University and Tarleton University System Center-Central Texas in Killeen as well as several other major universities in Texas which guarantee transferability of TC credits. Some agreements are program specific. Please consult the TC Academic Advising Center or the university for specific information.

GUARANTEE FOR JOB COMPETENCY

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skill training by Temple College under the conditions of the guarantee policy. Special conditions, which apply to the guarantee, include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning June 1992 or thereafter in a technical, vocational or occupational program identified in the College's general catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Temple College system, with a minimum 75 percent of credits earned at Temple College, and must have completed the degree or certificate within a five-year time span.
3. Graduate must be employed full-time in an area directly related to the area of program concentration as certified by the Division Director of Enrollment Management.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Temple College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Division Director of Enrollment Management, Associate Vice President of Advancement, Business and Community Education, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Temple College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Vice President of Educational Services within 90 days of the graduate's initial employment.





General Information

-  *Admission to College*
-  *Expenses*
-  *Financial Aid*
-  *Academic Advising and Career Planning*
-  *Special Support Services and TRIO*
-  *Testing*
-  *Registration*
-  *Academic Honors and Standards*
-  *Class Information*
-  *Student Life*

Admission to College

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of Temple College that all persons shall receive equal opportunities in admission or access to, or treatment or employment in, its programs and activities, without regard to race, religion, color, handicap, sex, age, national origin, or veteran status. These benefits include but are not limited to such matters as housing, financial assistance, recruitment, and any type of personnel service.

REQUIRED STATE TESTING-TEXAS ACADEMIC SKILLS PROGRAM (TASP)

The Texas State Education Code requires that all students who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills. This includes all full-time and part-time students enrolled in a degree or TASP liable certificate program.

Performance on the test will not be used as a condition of admission.

Contact the Testing Center at Temple College for additional information about TASP requirements.

IMMUNIZATION

Students Entering From United States

The Texas Department of Health has dropped its statutory requirements for immunizations at Texas colleges and universities. However, they, Temple College, and the advising committee on Immunization Practices strongly suggest that students have a tuberculosis test and protect themselves from vaccine-preventable diseases by having the following vaccines:

- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (DTP)
- Polio Vaccine
- Varicella
- Hepatitis B
- Meningococcal quadrivalent polysaccharide

Students Entering From Foreign Countries

Temple College, based on the recommendations of the Advisory Committee on Immunization Practices, U.S. Department of Health and Human Services, does require certain immunizations for international students. See item c. under number 3, Admission of Non-Citizen Students, under Methods of Admission.

APPLICATION FOR ADMISSION

Prospective students may make formal application by submitting an Application for Admission to Temple College and providing required academic information. Admission to TC does not guarantee admission to specific courses or programs of study. **Prerequisites** are required for some

courses, and departmental approval is required prior to registering for certain Health Sciences Programs. For special requirements for admission to Health Sciences Programs, see “PROGRAMS OF STUDY” in this catalog. Temple College reserves the right to refuse admission of re-admission to any applicant who does not comply with admissions procedures.

METHODS OF ADMISSION

Beginning Freshmen:

- a. **High School Graduates:** Graduates from an accredited high school must have an official copy of their high school transcript showing graduation date on file before **final** admission is granted. Graduates from unaccredited high schools may be eligible for admission under “c.” below.
- b. **GED:** Applicants who successfully complete the General Education Development (GED) Test and receive the Certificate of High School Equivalency have file their test scores and Certificate of Equivalency on file with the Admissions and Records Office before final admission can be granted.
- c. **Non-Accredited High School Completion:** Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a non-traditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided that they:
 1. Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with TEA minimums for high school completion;
 2. Comply with institutional testing requirements; and
 3. Agree to limitations or conditions of admission established by the institution.
- d. **Nontraditional High School Concurrent Enrollment:** Students in nontraditional programs who seek concurrent enrollment in Temple College must have completed the equivalent of their sophomore year in high school and meet the following conditions:
 1. Students eligible for enrollment in a concurrent credit course in an associate degree or level two certificate Texas Academic Skills Program (TASP)-eligible program must present a passing score on the TASP test or a Texas Higher Education Coordinating Board-approved alternative assessment instrument in at least one area (mathematics, reading, writing) as deemed applicable by Temple College for the concurrent course in which the student wishes to enroll. Students exempt from the TASP test or the alternative assessment are also exempt for purposes of concurrent course credit.
 2. Initially, all students eligible for concurrent enrollment must submit a general admission application, a concurrent enrollment application, a residency form, and a notarized record of the school subjects completed (consistent with TEA minimum requirements). Prior to enrolling in any consecutive semester, a concurrent enrollment application must be submitted. Upon graduation from high school, a notarized record of the high school subjects completed with graduation date posted must be submitted to the Temple College Admissions and Records office.



3. The class load of a high school student in a nontraditional high school program shall not exceed two college credit courses per semester unless the Vice President of Educational Services has granted a waiver.
- e. **Early Admissions/Concurrent Enrollment for High School Students:** Open to students who have completed their sophomore year in high school and have passed the exit-level TAAS test. Students must meet the testing requirement listed in the following paragraphs.
1. High school students eligible for enrollment in a concurrent credit course in an associate degree or level two certificate Texas Academic Skills Program (TASP)-eligible program must present a passing score on the TASP test or a Texas Higher Education Coordinating Board-approved alternative assessment instrument in at least one area (mathematics, reading, writing) as deemed applicable by Temple College for the concurrent course in which the student wishes to enroll. Students exempt from the TASP test or the alternative assessment are also exempt for purposes of concurrent course credit.
 2. High school students eligible for enrollment in a concurrent credit course that is in a TASP-waived college certificate program, must have passed all sections of the exit-level TAAS test.
 3. Initially, all high school students eligible for concurrent enrollment must submit a general admission application, a concurrent enrollment application, a residency form, and a current official high school transcript showing all work completed and the exit-level TAAS scores. Prior to enrolling in any consecutive semester, a concurrent enrollment application must be submitted. Upon graduation from high school, an official high school transcript with graduation date posted must be submitted to the Temple College Admissions and Records office.
 4. The class load of a high school student shall not exceed two college credit courses per semester unless the Vice President of Educational Services has granted a waiver.
- f. **Individual Approval:** Applicants over 18 years of age may be admitted to Temple College without a GED examination. Students must provide evidence that they can successfully complete college work. Applicants for individual approval must take an assessment test regardless of their major.

Transfer Students: Degree/Certificate Seeking

A student who is eligible to re-enter the College that they last attended is eligible for admission to Temple College by transfer of credits. The student is required as part of the admission process to submit official transcripts from all other institutions attended. Transcripts must bear the College seal, date and appropriate signature and must be in a closed, sealed envelope to be considered official. Transcripts should be mailed directly to the Admissions and Records office from the other institution(s). In some cases, Temple College will accept a hand-delivered transcript as long as the transcript is submitted in a closed, sealed envelope from the other institution. Transcripts that are not in a closed and sealed envelope will not be acceptable and will not be considered official. Beginning in 2000, electronic transcripts submitted using the SPEEDE format will be accepted as official transcripts when Temple College is fully operational on this program.

Students on academic probation at the transfer institution will be admitted on probation to Temple College and must earn a grade point average of 2.0 during their first semester in attendance

at TC. If the student is on suspension from the transfer institution, TC will honor that suspension. Applicants may petition the Vice President of Educational Services for an exception to this policy.

Credit for courses passed (grade of D or better) may be transferred only from regionally accredited colleges or universities. No credit will be allowed from U.S. institutions not so accredited. Students with proficiencies gained in non-accredited institutions should see the section of this catalog on credit by examination.

Course work from institutions outside the U.S. will be considered on a case by case basis and these students will be required to furnish an evaluation of their courses by the Credentials Evaluation Service, P.O. Box 66940, Los Angeles, California 90066 or Educational Credentials Evaluators, Inc., P.O. Box 929700970, Milwaukee, Wisconsin 53202 or Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757-4565.

Students seeking exemption from the Texas Academic Skills Program (TASP) test based on college credit earned prior to Fall 1989, must submit an official transcript prior to registration. If student cannot provide proof of exemption, the student will be required to take the TASP test prior to enrolling and meet all TASP requirements.

Students who are transferring from private or out-of-state institutions should submit official transcripts to the Director of Admissions and Records prior to registration for evaluation. Students who have earned college credit with a grade of "B" or better in courses equivalent to the Texas Higher Education Coordinating Board TASP requirement courses will be considered as having met their TASP requirements. If the student does not meet TASP requirements in all three areas, the student will be required to take the TASP test in the area(s) of deficiency prior to enrolling. All degree-seeking students will be required to meet TASP provisions. Please contact the Director of Admissions and Records for more information.

Courses transferred to Temple College will be evaluated during the student's first semester in residence. Final admission to Temple College will not be granted until all official transcripts are on file in the Admissions and Records Office.

Transfer Student: Non-Degree/Certificate Seeking

To be admitted under non-degree/non-certificate status, an applicant must complete these requirements:

1. Complete an application for admission to TC, showing method of entry as a non-degree/non-certificate seeking student.
2. Provide TC with an official transcript from the **last** college or university attended. If student is seeking exemption from the Texas Academic Skills Program test based on college credit earned prior to Fall 1989, an official transcript must be on file prior to registration. If a student feels that he/she may have met TASP requirements with previous college credit, an official college transcript should be submitted to the Director of Admissions and Records for evaluation prior to registration. If the student does not meet TASP requirements in all three areas, the student will be required to take the TASP test in the area(s) of deficiency prior to enrolling. After the TASP test has been taken, the student has met the minimum requirements as a "casual" student under the Texas Academic Skills program. A "casual" student is a student who is not seeking a degree. Developmental education may be delayed for the time period that the student remains in the "casual" student status (a student who is not seeking a degree).



3. Should a student who is originally admitted as a non-degree/non-certificate seeking student decide to pursue a degree at Temple College, the student must, at that time complete the admission procedures outlined for degree-seeking transfer students and must abide by all requirements under the Texas Academic Skills Program.

Readmission:

A student who has not attended Temple College within the last 12 months must apply for re-admission through the Admissions and Records office. If the student has attended any other colleges or universities since his/her previous enrollment at TC, the student is required to submit an official transcript from that institution. Official transcripts may be mailed directly to TC from the other institution or may be submitted in a closed, sealed envelope.

Admission of Non-Citizen Students:

TC recognizes three categories of Non-Citizen Students. The following admissions requirements apply to students who are not U.S. citizens:

1. Legal immigrant. Submit a copy of I-551, then meet same admissions requirements as U.S. Citizen.
2. Refugee. Submit copy of Immigrant I-94 indicating Refugee Visa, then meet same admission requirements as U.S. citizen.
3. Non-immigrant Alien. The following requirements apply to all applicants holding visa category A-M issued by Immigration and Naturalization Service and to all non-citizen applicants who do not qualify for admission as immigrant or refugee:
 - a. Submit an application for admission, a foreign student application, and an immunization certificate at least 60 days prior to the first class day for the semester in which the student is seeking admission.
 - b. Submit a \$25 non-refundable foreign application fee.
 - c. Submit the following health records and immunization records with your admissions application:
 - 1) Documentation on vaccinations/ toxoids for: Measles, Rubella, Diphtheria, Tetanus, Mumps, Hepatitis B, Poliomyelitis.
 - 2) Proof of freedom from infectious tuberculosis, to be ascertained by either a satisfactory posteroanterior, full-sized, chest x-ray obtained in the United States within a week of matriculation; or by a tuberculin test (5. T.U. PPD, Mantoux Technique).
 - d. Submit records of previous education. Students who have graduated from high school must submit an official high school transcript. Students who have college credit must submit official transcripts from each college or university attended. All foreign transcripts must be translated into English and must be evaluated by one of the following services: Credentials Evaluation Service, P.O. Box 88940, Los Angeles, California 90066 or Educational Credentials Evaluators, Inc., P.O. Box 929700970, Milwaukee, Wisconsin 53202 or Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757-4565.
 - e. Test of English as a Foreign Language (TOEFL). An applicant whose native language is other than English must score 500 or above on the TOEFL to be considered for admission.

- An application and a list of test centers for the TOEFL may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, NJ 08540
- f. Submit proof of financial support while he/she will be attending TC. Student will use forms Temple College issues along with a current bank statement with conversion to U.S. dollars shown.
 - g. All international students will be required to participate in a student accident and medical insurance plan. As a part of this insurance plan, the student must also have a provision for repatriation/medical evaluation coverage. Proof of insurance is required no later than 30 days after admission. For more information about insurance, please contact the Director of Admissions and Records.
 - h. All required documentation must be on file in the Admissions and Records Office before an admissions decision can be made. All required documents must be on file 30 days prior to the first class day for the semester in which the student is seeking admission. An I-20 form will not be issued to the applicant until the deposit identified in (g) above has been received.
 - i. International students who are in the United States attending another college or university will be considered for admission as a transfer student. No admissions decision can be made or an I-20 issued until items (a), (b), (c), (f), (g), TOEFL scores (if required), a letter from the previously attended college stating good academic status and that the student is in good standing with INS, and official transcripts from all colleges attended have been submitted to the Admissions and Records Office at TC. If the official transcripts indicate English proficiency, the TOEFL requirement may be waived. See the section on application as a transfer student for transfer information. International students who desire to attend Temple College as a transient student to obtain credits to transfer to their host institution, must meet all of the admissions requirements listed above, plus those mentioned in the section on Non-degree/certificate Seeking Students. They also need to present a "Letter of Good-Standing" from their parent institution along with a letter from the parent institution indicating the courses that the student is authorized to take and attesting to the fact that these courses will be accepted by the parent institution.
 - j. An international student who is in the United States on a student visa, but who has not attended the college from which he/she received his/her initial I-20, will not be considered for admission to TC until he/she has been enrolled for at least (1) semester as a full-time student (12 or more semester hours) at the institution which issued the initial I-20. He/she is then eligible to apply for admission as a transfer student.

CONDITIONAL ADMISSION

Students who submit an application to the College must meet the requirements described in the METHODS OF ADMISSION sections. Students will be accepted and admitted conditionally for one semester. Students will only be allowed until the end of the first semester they are enrolled to submit all required documentation. Students who do not provide the required documentation will not be allowed to re-enroll until all documents are received. Students who have a "hold" on their records will not be able to obtain a copy of his/her transcript.

Please note that official documentation regarding a student's TASP status or TASP exemption is required to be on file in the Admissions and Records Office **PRIOR** to registration. A student will not be allowed to register without proper documentation on file.

TRANSCRIPTS

Transcripts must bear the college seal, date, and appropriate signature, and must be in a closed, sealed envelope to be considered official. Transcripts should be mailed directly to the Admissions and Records Office from the other institution(s). In some cases, Temple College will accept a hand-delivered transcript as long as the transcript is submitted in a closed, sealed envelope from the other institution. Transcripts that are not in a closed and sealed envelope will not be acceptable and will not be considered official. Beginning in 2000, electronic transcripts submitted using the SPEEDE format will be accepted as official transcripts when Temple College is fully operational on this program.

Students are responsible for submitting the required transcripts to the Admissions and Records office. Transcripts become the property of Temple College and cannot be returned to the student. Students who need official copies of another institution's transcript should contact that institution directly. Transcripts are kept on file for one year and will be destroyed if the student has not enrolled.

CONCURRENT ENROLLMENT

Section 54.062 of the Texas Education Code permits an adjustment in the minimum tuition charge when a student is concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge to the first institution at which he/she is registered. If the minimum tuition at the first institution is equal to or greater than the minimum tuition for the second public institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution, but shall pay only the hourly rates to the second institution.

The student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between his/her total tuition charge at the second institution and his/her total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates.

To qualify for the reduced minimum charge with Temple College as the second institution, the student must present a class schedule and official tuition and fee receipt for that semester to the Office of Admissions and Records prior to registration.

RESIDENCY REQUIREMENTS

Each student must show proof of both Texas and College District residency in order to pay resident and in-district tuition and fees. H.B. 1147 requires all students to complete an Oath of Residency and complete a Residency Questionnaire developed by the Texas Higher Education Coordinating Board at the time of registration. If, as the answers to the questions are reviewed by college officials, there remains questions as to the students proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas or in-district residency.

The student is responsible for enrolling under the proper resident classification and for providing documentation as required by the institution. If there is any question about classification as a resident of Texas, the student must seek clarification from the Director of Admissions and Records prior to enrollment.

Students classified as nonresidents or out-of-district upon first enrollment at Temple College are presumed to be nonresidents or out-of-district for the period during which they continue as students. Students who believe they are eligible for residency reclassification must submit a Request for Change of Residency Status form with appropriate documentation to the Admissions and Records Office and meet the requirements for reclassification. This request must be submitted prior to the official census date of the term in order to have the request considered for that term.

DETERMINING STATE RESIDENCY

The rules for determining state residency are:

Individuals 18 years of age or over who lived in Texas 12 months before enrolling are entitled to classification as a resident.

For dependents over 18, residency is determined by the parent who claims the student for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.

Persons classified as nonresident students upon first enrollment are presumed to be nonresident for the period during which they continue as students.

Students enrolling before having resided in the state for 12 months immediately preceding time of enrollment are classified as nonresidents for tuition purposes.

The following documents are some of the things students can use to provide evidence of Texas residency:

1. A transcript showing graduation from a Texas high school within the 12 months before enrollment.
2. A permanent Texas driver's license issued 12 months prior to the time of enrollment.
3. A W-2 form or pay statement showing employment in Texas 12 months preceding enrollment.
4. Purchase of a homestead 12 months before time of enrollment.
5. Voter's registration card issued 12 months prior to time of enrollment.

DETERMINING IN-DISTRICT RESIDENCY

For the purpose of determining in-district or out-of-district status TC applies the state rules and interpretations, but substitutes six months for length of residency, out-of-district for out-of-state references, and in-district for in-state references. The Temple College District is coterminous with the Temple City Limits and the Temple Independent School District. Once students have met the state residency requirements, they can verify their in-district residency by presenting one or more of the following types of documentation. This documentation must show an in-district address for the 6 months immediately prior to enrollment:

1. A permanent Texas driver's license with current address.
2. A lease agreement which includes the student's name.
3. A utility bill.
4. A voter's registration card.
5. A payroll check stub.



6. A property tax statement showing payment of Temple College District taxes.

If you have any questions, please call one of the professional staff at 298-8306.

The Board of Trustees of Temple College authorizes two exceptions to residency classifications.

Persons who own property, which is subject to ad valorem taxation by the district, may receive a waiver of the difference between the out-of-state or out-of-district rate and the in-district rate of tuition for themselves and their dependents. The person, or his/her dependents, applying for such waiver shall verify property ownership by presenting an ad valorem tax statement or receipt, issued by the tax office or the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property, which is subject to ad valorem taxation by the district. In addition, persons under the age of twenty-three whose parents are divorced may be classified as in-district if they are state residents and provide acceptable documentation that either parent is a resident of the district.

MILITARY PERSONNEL AND DEPENDENTS

Persons in military service are presumed to maintain during their entire period of active service the same legal residence, which was in effect at the time of entering the service. Education Code 54.058(b) provides that military personnel assigned to duty within the State of Texas, their spouses and their dependent children, shall be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay resident tuition, military personnel shall submit at initial time of enrollment a statement from their commanding officer regarding their military status. This statement must also be obtained if active duty members seek resident tuition for their spouses or dependents. This statement is valid for one academic year. Each fall semester begins a new academic year at which time another form must be submitted.

DISCIPLINARY SUSPENSION FROM OTHER COLLEGES

The application for admission by a student on Disciplinary Suspension from another college will be considered by the College Discipline Committee chaired by the Vice President of Educational Services.

ACADEMIC FRESH START

An applicant for admission who is a Texas resident may seek to enter Temple College pursuant to the "academic fresh start" statute, *Texas Education Code*, 51.929. If the applicant informs the Admissions and Records Office in writing of the election prior to registration, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. For more information, contact Admissions and Records.

Expenses

Tuition and fee charges that are to be paid at registration are due at that time. Registration is not complete until all payments have been made. Other charges are due upon request. Payment of tuition and fees may be made by cash, check, Visa, Master Card, Discover Card, and American Express. The installment plan for payment of tuition and fees is only available for regular Fall and Spring semesters. For details on the installment plan, please see the “Tuition and Fee Installment Plan.”

All charges and fees are subject to change by action of the Board of Trustees, as they deem advisable.

TUITION AND GENERAL FEES

| SEM. HR. | IN-DISTRICT | OUT-OF DISTRICT | OUT-OF STATE AND FOREIGN |
|----------|-------------|--------------------|--------------------------------|
| 1 | \$ 47 | \$ 71 | \$ 283 |
| 2 | 94 | 142 | 366 |
| 3 | 141 | 213 | 449 |
| 4 | 188 | 284 | 532 |
| 5 | 235 | 355 | 665 |
| 6 | 282 | 426 | 798 |
| 7 | 329 | 497 | 931 |
| 8 | 376 | 568 | 1064 |
| 9 | 423 | 639 | 1197 |
| 10 | 470 | 710 | 1330 |
| 11 | 517 | 781 | 1463 |
| 12 | 564 | 852 | 1596 |
| 13 | 611 | 923 | 1729 |
| 14 | 658 | 994 | 1862 |
| 15 | 705 | 1065 | 1995 |
| 16 | 752 | 1136 | 2128 |
| 17 | 799 | 1207 | 2261 |
| 18 | 846 | 1278 | 2394 |

OTHER FEES PAID AT REGISTRATION

Laboratories (see course descriptions)

Special Fees

| | |
|--|-------|
| Art Computer Usage Fee | \$45 |
| Bowling Fee | \$45 |
| Music: Individualized Instruction | |
| 2-hour courses | \$120 |
| 1-hour courses | \$60 |



26 Expenses

Liability Insurance

| | |
|---|----------------------------|
| Rate set by company | Approximately \$20 to \$75 |
| Scuba Diving Fee | \$75 |
| Surgical Technology Sterile Supply Fee (Temple Students Only) | \$90 |
| ADN Exit Exam Fee | \$30 |
| LVN Exit Exam Fee | \$30 |
| Telecourse/Internet Fee | \$50 per course |
| Late Registration | \$20 |
| Auditing charge per class (in addition to tuition and other fees) | \$15 |

CHARGES FOR PARTICULAR SERVICES OR ACTIVITIES

| | |
|--|--|
| Parking and traffic violations | \$10/\$15 each |
| Returned checks regardless of reason | \$25 |
| Fax Service | Local – \$1 for first page, 50¢ each additional page Long Distance – \$2 for first page, 50¢ each additional page |
| Late Graduation | \$30 |
| ID Card Replacement | \$5 |
| CLEP Test | Test Fees set by CEEB–TC Administrative Fee \$15 |
| Institutional Credit Examination | \$20 |
| Property Damage | Replacement Cost |
| Pre-Testing Fees: (Non-Refundable) | |
| (Payment by cash, money order, credit card only) | |
| Dental Hygiene | \$20 |
| Nursing (ADN & LVN) | \$20 |
| Respiratory Care | \$20 |
| Surgical Technology | \$10 |
| Service fees: (Non-Refundable) | |
| Tuition and Fee Installment Plan | \$30 |
| Short Term Loans | \$10 |
| Installment Plan Late Fees (Each Payment) | \$10 |
| Testing service fee for non-students | \$15 |

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 6-Week 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.

TUITION AND FEE INSTALLMENT PLAN

A student may pay for tuition and mandatory fees for regular Fall and Spring semesters by one of two methods: (1) full payment or (2) three payments. Once a payment plan has been chosen, it may not be changed. The three payment plan consists of one-half payment to tuition and fees plus the \$30 service fee before the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and a final one-quarter payment before the beginning of the eleventh class week.

The installment payment plan for tuition and fees may be used for the initial registration at the beginning of the fall and spring semesters. Installments may not be used for registration for shorter/longer periods including summer terms.

NON-PAYMENT OF INSTALLMENT PAYMENT CONTRACTS

Students who fail to make full payment of all charges on the installment plans are subject to the following conditions:

- a.) Will have a hold placed on their records.
- b.) Will be prohibited from registering for classes.
- c.) Will still be responsible for the full amount due under the contract.
- d.) Will not receive grades, awards, diplomas, and records, including but not limited to transcripts, to which they would otherwise be entitled.
- e.) May be denied credit for the work done that semester.
- f.) Will be responsible for collection fees, including court costs, as permitted by law, in the event that the note is placed in the hands of a collection agency or attorney for collection.



Financial Aid

Students must have a high school diploma, GED, or demonstrate (on a test) ability to benefit to be eligible for federal financial aid.

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 and the Supplemental Educational Opportunity Grant (SEOG) Program. Applications for these programs may be obtained from most high school counselors or the Financial Aid Office at Temple College.

Temple College also participates in the Texas Public Education Grant (TPEG), the Texas Public Education-Leveraging Education Assistance Partnership (LEAP) Program, Texas Tuition Assistance Grant (TTAG), 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 OF TITLE IV FUNDS POLICY

Temple College shall calculate a return of Title IV funds according to the current federal formula. This return of funds shall apply to all students who receive Title IV funds for a semester and subsequently withdraw from or are dropped from their course work by the College during the first 60% of the semester. Withdrawals must be initiated in the Admissions and Records Office.

Title IV funds shall be defined as Pell Grants, Federal Supplemental Educational Opportunity Grants, Subsidized Federal Stafford Student Loans and Unsubsidized Federal Stafford Student Loans.

Withdrawal date shall be defined as the actual date the student begins the College's withdrawal process, the last date of attendance recorded on the instructor's drop card, or the midpoint of the semester for a student who leaves school without notifying the College.

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

The return of Title IV funds made by the College from the institutional charges, including tuition, fees, and books shall be debited to the student's record, and the student will be billed for the outstanding institutional charges and records will be placed on hold.

In addition, the return of Title IV funds that is calculated based upon the payment of funds to the student is also the student's responsibility to repay. The student shall be notified of the amount to refund to the federal account. 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 as having received an overpayment of Title IV funds. This overpayment will make the student ineligible to receive further Title IV aid at any institution until the repayment is made.

Students receiving Title IV funds who completely withdraw may owe money back to the government and TC. If funds are not paid back the student will not be eligible for any Title IV funds at any college.

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. Other SFA Programs
11. Other federal, state, private, or institutional sources of aid
12. The student

STUDENT LOANS

Temple College participates in the Hinson-Hazlewood Student Loan program. In order to qualify for this loan, a student must be a Texas resident, qualify financially under an approved need-analysis system, and submit an application. Application forms may be obtained from the Director of Financial Aid.

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. 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. Satisfactory programs will be measured one time per year, at the end of the spring semester. 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, R, CE, CA, CR, 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.

SATISFACTORY PROGRESS CRITERIA

The Office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), credit hour completion, and maximum time frame.

Grade Point Average

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

Students receiving financial aid must complete 75% of all hours taken at TC.

Maximum Time Frame

Generally, students may receive federal or state financial aid during their first ninety-three (93) attempted semester hours of course work in their program. (This number is reduced to 45 for students in certificate programs.) This includes all transfer credit hours and excludes developmental/remedial course work. Students who have attempted less than 93 (or 45 certificate seekers) semester hours of work at the beginning of a given semester may receive an award for that semester. Students who have attempted more than 93 (or 45 for certificate seekers) semester hours 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.

Note: Students not meeting criteria at the end of each fall semester shall be sent a letter informing them that they need to improve their GPA and/or completion rate or they may lose their eligibility for financial aid at the end of the Spring semester.

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, must document the claim being made, and originate from a verifiable source.

Verification from a doctor, copy of a 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 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 appeal within three weeks.

Students may appeal to the Director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be completed and turned in within 10 days of receiving notification of the decision denying the appeal.

After the review by the Director, if the student feels that he/she has not been treated fairly according to this policy, he/she may appeal to the Financial Aid Committee.

Exceptions to this policy may be made at the discretion of the Director of Financial Aid. All awards from financial aid programs funded by the federal or state government are administered according to laws and regulations governing those programs. This policy is subject to change as required by federal or state guidelines and/or by the College.

THE FINANCIAL AID OFFICE SEIZES EVERY OPPORTUNITY TO DISTRIBUTE COPIES OF THE SATISFACTORY ACADEMIC PROGRESS POLICY. THEREFORE, THE POSITION THAT ONE WAS NOT AWARE OF THE POLICY IS NOT CONSIDERED A DEFENSIBLE ARGUMENT. PLEASE CONTACT THE FINANCIAL AID OFFICE IF THERE ARE ANY QUESTIONS REGARDING THE POLICY.

SCHOLARSHIPS

Temple College offers the following scholarships to students who excel in certain areas:

Music—Music Department

Speech/Drama—Speech and Theatre Department

Golf—Golf Coach

Tennis—Tennis Coach

Baseball—Baseball Coach

Softball—Softball Coach

Volleyball—Volleyball Coach

Art—Art Department Chairperson

First Class Scholarship—Adult students taking their first course(s) should see the Financial Aid Office.

Competitive Scholarship—Financial Aid Committee*

**Texas Education Code Sec. 54.064 (a) A student who holds a competitive scholarship of at least \$1,000 for the academic year or summer for which the student is enrolled and who is either a non-resident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to length of time the student has resided in Texas.*

Temple College students compete with other students, including Texas residents, for the scholarship, and the scholarship is awarded by a scholarship committee officially recognized by the administration and approved by the Coordinating Board. The funds used for the scholarship and the selection process for the scholarship are under the control of Temple College.

Students apply for the scholarship and are selected by the scholarship committee which consists of the President of the College, Vice President of Educational Services, Director of Admissions, Financial Aid Assistant, and the Director of Financial Aid.

Temple College students must be receiving a scholarship of \$1000 or more for the academic year or summer to be eligible.

DONOR SCHOLARSHIPS

An impressive number of local organizations, businesses, and individuals provide scholarships to worthy students. Listed below are those awards. Contact the Financial Aid Office for further information and application details. The following scholarships are available to students attending TC:

The **Altrusa Club of Temple** awards a scholarship for one year at Temple College to a high school senior or a college freshman. The award is based on worthiness and general academic achievement.

The **Marie S. and Jerry Adamek Memorial Scholarship** provides \$600 toward tuition to a full-time TC student who resides in the Temple College District. Applicants must be pursuing a degree in Business/Business Education, must maintain a 2.5 GPA as an academic achievement, and demonstrate financial need.

The **American Business Women's Association, Bell Chapter**, provides a scholarship for one year to Temple College to a worthy high school senior or a college freshman.

The **American Business Women's Association, Dawson Chapter**, provides a scholarship for one year to a Temple College freshman, awarded on the basis of general worthiness and academic achievement.

The **Auxiliary to the Central Texas Dental Society** offers a scholarship to a Temple College Dental Hygiene student. Applicants must have successfully completed the first year of the dental hygiene program, maintained a 3.0 GPA, and exhibit financial need.

The **Bell County Medical Society and Auxiliary** offers several scholarships to Bell County high school graduates or Temple College freshmen majoring in various categories of medicine, nursing, or health related fields. The awards are based on general excellence.

The **Donna Calvert English Scholarship** has been established in memory of Donna Calvert, a dedicated English instructor at TC for many years. Recipient is to be a strong English major who exhibits financial need.

The **Marguerite and Jack Calvert Scholarship** is available for students age 17 or older. Applicants must be full-time students and must maintain a 2.5 GPA. Funds are applied toward tuition, lab fees, and books only and are payable directly to Temple College. Preference will be given to a TC golf team candidate or a student in another athletic area.

The **Cameron Lions Club** selects a Yoe High School senior to receive a scholarship each year. Students from Cameron should contact the Senior Counselor of Yoe High School.

The **Virgil Chaffin and Fay Chaffin Memorial Scholarship** was established in memory of Virgil and Fay Chaffin, both of whom attended TC and later received degrees in education. The scholarship committee selects students who can best benefit from the financial assistance of this award.

The **City Federation of Women's Clubs of Temple** offers a scholarship to a Temple College student who plans to continue college work in a recognized four-year college or university. This scholarship is based on character, academic attainment and worthiness.

The **John Allen Cox Memorial Art Scholarship** was established after his death on April 24, 2001, and later endowed by his wife, Louise Cox, a long-time employee of Temple College. The recipient is selected by the Chairman of the Visual Arts Department and a member of the Visual Arts Faculty, with assistance from the Financial Aid Office. Contributions to the fund can be made through the Financial Aid Office.

The **Virginia Katherine Denson-Dickson Scholarship** provides assistance to a deserving TC student. The scholarship was endowed by Frank P. Dickson, Sr. in memory of his wife, Virginia, a former student of TC. Recipient is determined by the Financial Aid Committee.

The **H. C. and Mary Farrell Scholarship** provides financial assistance to students participating in speech or theatre activities at Temple College, with special emphasis on debate whenever offered. This scholarship was established and endowed by Dr. and Mrs. H. C. Farrell, Jr. The recipients are selected by the Temple College Speech instructor.

In memory of Tom Forkner, the **Tom Forkner Scholarship Fund** is designed to provide future deserving nursing students with scholarship aid. A scholarship will be granted to a returning LVN student in each of the two LVN programs.

The **Garnett Frazier Scholarship** was established by the DPMA Club to fund students majoring in Computer Information Systems. The scholarship will be awarded to two students who have completed their freshman year at TC with CIS as their major.

The John A. Jackson family has established a **scholarship in honor of Mr. O. A. Graeter, Sr.** The scholarship is awarded to an honor graduate with vocational and/or science interest.

The John A. Jackson family has established a **scholarship in honor of Mrs. O. A. Graeter, Sr.** The scholarship is awarded to an honor graduate with interest in speech.

The **Elizabeth Blakely Jackson Scholarship** has been established by the John A. Jackson family. The scholarship is awarded to an honor graduate with an interest in sports or physical education.

The **Janicek Memorial Scholarship** provides financial assistance to a full-time Temple College student. The scholarship is based upon academic achievement and need.

The **King's Daughters Hospital Nursing Alumnae Association** awards a scholarship in the amount of \$600 per year to an ADN student. Preference will be given to a permanent resident of the Central Texas area.

The **Kiwanis Club of Temple** gives annually a scholarship to a student selected by the club from the graduates of Temple High School.

The **Winston L. Liles Scholarship** was established by family and friends in memory of Winston L. Liles. The scholarship is awarded to a returning sophomore at Temple College. Awards are based on academic achievement and financial need.

The **Lions Club of Temple** gives annually a scholarship to a first-year college student. This award is based on scholarship with emphasis given in the field of athletics.

The **John W. Lumpkin Memorial Scholarship** provides a scholarship to a Temple High School graduate. Sponsored by Dr. and Mrs. Walter L. Lumpkin, the recipient must possess an interest in instrumental music, voice, or music education. In addition, the recipient must possess academic potential and exhibit financial need.



The **Gina MacDougall Memorial Scholarship** is available for students age 17 or older who have passed the TASP test. Applicants must be full-time students pursuing a degree in early childhood education, child development, speech or physical therapy, or special or elementary education. Students must maintain a 2.5 GPA and exhibit financial need.

The **Betty Ann Macey Memorial Scholarship** is awarded to a TC student through the Ralph Wilson Youth Clubs of Temple.

The **Mary Alice Marshall Music Scholarship** was established in May 1973, by members and friends of the Temple College Choir. The scholarship, in honor of Mrs. Marshall's 18 years of teaching at Temple College, assists a student who exhibits an interest and talent in music and participates in the College Choir. A committee composed of the Chairman of the Music Department and two additional members of the Music Faculty selects the recipient. Contributions to the fund can be made through the Financial Aid Office.

The **Louisa Mehaffey Scholarship** was established in honor of Mrs. Mehaffey, a retired member of the Temple College Language Faculty. It is awarded annually to a returning Temple College foreign language student who has demonstrated outstanding quality in scholarship, citizenship, and leadership. The recipient is selected by the Scholarship Committee during the Spring Semester.

The **National Honor Society of Temple High School** awards annually a scholarship to a Temple High School graduate selected by the National Honor Society.

The **Review Club** offers annually a scholarship to either a first-year college student or a high school graduate. This scholarship is awarded on general excellence and accomplishment.

The **Rotary Club of Temple** gives scholarships annually. The scholarships are open to freshmen men and women who plan to return to Temple College the next year.

The **Lydia Santibanez Scholarship** was established to be awarded to a Hispanic student in the amount of \$500 per year. The scholarship is designed to give Hispanic students who have the desire, motivation, and need an opportunity to further their education.

The **Scott and White Memorial Auxiliary (Yellowbirds) Scholarships** are awarded to students interested in pursuing a career in a health-related or medically related field. These scholarships are based on financial need and academic potential.

The **William Floyd Tippit Criminal Justice Scholarship** was established in his memory by his family. The scholarship is awarded yearly to a criminal justice major by the Criminal Justice Department.

The **Temple High School Choral Department** awards a \$150 scholarship to a senior choral student. Students interested should contact the Director of Choral Music at Temple High School.

The **Temple High School Student Council** awards annually a scholarship to a Temple High School graduate selected by the Student Council.

Temple College offers a scholarship to each high school valedictorian and salutatorian in the Central Texas area. These scholarships pay tuition and fees and are good only for the year following their graduation from high school.

The **Bill Vannatta Endowment Scholarship** was set-up to be awarded to a “strong math student” referencing courses taken and grades achieved.

The **Jack and Wanda Weinblatt Scholarship** has been established for City of Temple Firefighters and families. Students may use funds for tuition, fees, and books. Students must maintain a 2.0 GPA.

The **Woodson Foundation** awards a scholarship to a worthy Temple High School graduate, or Temple College freshman. The scholarship is based on worthiness and general excellence. The amount is determined prior to each semester.

The **Margaret “Maggie” Ward Memorial Art Scholarship** was established by the family and friends of Temple College student Maggie Ward. This scholarship is based on financial need and/or achievement and is awarded annually to a deserving art major.

A fund in the amount of approximately \$100,000 has been established at Temple College as the scholarship **Celia & Nathan Neman Memorial Fund**. This is a perpetual scholarship fund established in memory of the parents of Sol Neman. Scholarships are to be awarded to students majoring in a career or occupation-related field (not athletic), must maintain a 2.5 GPA, must enroll for a minimum of 12 semester hours, must have need, preference is given to minorities, residents of Bell County, and students planning to major in electronics, engineering, mathematics, physics or other sciences.

First National Bank of Temple has established an annual \$1500 per year scholarship for banking, business, or business technology majors. Students must maintain a 2.5 GPA. Applications are available in the Financial Aid Office.

TEDC/Charles H. Page III Memorial Scholarship is available to students pursuing a degree in Management/Business or the owner of a small business. Students must maintain a 2.5 GPA.

The **JELD-WEN Foundation** has established a one-year scholarship to needy students. The scholarship is the amount of \$1600 per year. Students must be entering freshmen and must be from the community in which a JELD-WEN facility is located.

The **Jimmy Hauk Memorial Scholarship** was established in memory of Jimmy Hauk. Recipients are selected by Buckholts High School.

Eva Marie and Jim Tranum Scholarship is available to graduating seniors from Temple, Belton, and Gatesville. Must maintain a 2.0 GPA. Selection made by the high school and Temple College.

Nigliazzo Memorial Scholarship established in memory of Dr. Marc Nigliazzo’s mother, Salvatora Nigliazzo. Recipient selected by Dr. Nigliazzo, Temple College Foundation, and Financial Aid Office. Based on special needs.

Dr. George R. Kress Scholarship for music and fine arts majors. Must be full-time and maintain a 3.0 GPA. Must have plans for transferring to an upper level university.

Local organizations and civic groups have awarded the following scholarships to students in and around the area:

ABWA CHISHOLM TRAIL
ADN NURSING SCHOLARSHIP
ALCOA
BELTON HIGH SCHOOL
BELTON ROTARY CLUB
BLUEBONNET CLUB
BOLDING HISPANIC SCHOLARSHIP
BUCKHOLTS BOOSTER CLUB
BUCKHOLTS LIONS CLUB
CAMERON ARTS AND SERVICES
CAMERON ROTARY
CAMERON VFW
CHICK-FIL-A
CITIZENS SCHOLARSHIP FOUNDATION
CREAL/KENNEDY NURSING
DAISY GOODWIN NEAL
EBONY CULTURE SOCIETY
ELK LODGE/ORDER OF DOES
FORT HOOD MILITARY FAMILY
FOUNDATION OF BOWLING
ANGELICA GANDARA SCHOLARSHIP
G. L. POWELL
H. E. B. GROCERY SCHOLARSHIPS
HERO SCHOLARSHIP
HISPANIC SAMARITAN
HISPANIC LEADERSHIP COUNCIL
HUGG TRUST FUND
JARRELL INDEPENDENT SCHOOL
KING'S DAUGHTERS NURSING
KNIGHTS OF COLUMBUS
LADIES BELL POST-VFW 1820
LADIES MPRC VOLUNTEER FIRE
LYDA CREWS MEMORIAL
McCOY KRUEGER NURSING
NAACP
JANET PERRY SCHOLARSHIP
PROJECT GRADUATION
RALPH WILSON PLASTIC
ROGERS PTO
ROSEBUD-LOTT BOOSTER CLUB
RUBY ARNETT SCHOLARSHIP
S.P.J.S.T.

SALADO ISD
SCOTT AND WHITE LVN TRAINING
SOUTHWESTERN BELL
TAYLOR LIONS CLUB
TEMPLE AMATEUR RADIO
TEMPLE BELL RETIRED TEACHERS
TEMPLE COLLEGE FOUNDATION
TEMPLE EDUCATION FOUNDATION
TEMPLE HIGH SCHOOL OFFICE EDUCATION ASSOCIATION
TEMPLE HIGH SCHOOL PTO
TEMPLE HOUSING AUTHORITY
TEMPLE SOUTH ROTARY
TEMPLE SUNRISE ROTARY CLUB
TEMPLE VA WOMEN'S CLUB
TEMPLE WILDCAT CADDIE
TISD FOOD SERVICE ASSOCIATION
TISD MINORITY SCHOLARSHIP
T.M. (TOMMY) NEWTON MEMORIAL SCHOLARSHIP
TROY EX-STUDENTS
TROY PTA
VETERANS OF FOREIGN WARS
WAL MART FOUNDATION
WIDOWED PERSONS SERVICES
YOEMAN BAND BOOSTER
YOEMAN BOOSTER CLUB

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.

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.

**MINIMUM STANDARDS OF PROGRESS FOR VETERANS**

The permanent record card at Temple College will provide a record of the final credits undertaken by the veteran each semester. This transcript will show the record of enrollment from which course the veteran has previously withdrawn. The last date of attendance for a veteran in a course from which he/she has withdrawn or was withdrawn may be determined from the absentee reports submitted by the instructor which are filed in the veteran's folder or from the instructor's grade book. Final examination grades are submitted by the faculty and maintained on file in the Records Office at this institution.

Temple College requires students to maintain both a semester GPA and a cumulative GPA of 2.0 (C) or better in order to remain in good standing and to be eligible for graduation. Failure by a student to keep either or both GPA's above 2.0 will result in the student being placed on Scholastic Probation for the following semester.

If the student is on probation and satisfies either the semester GPA requirement or the cumulative GPA requirement, and fails to meet the other, then he/she will be continued on probation.

If he/she satisfies both standards, then he/she is no longer on Scholastic Probation.

If he/she is already on Scholastic Probation, and fails to meet both the semester and cumulative GPA standards, then he/she will be suspended for the following long semester and any intervening summer semester.

VA regulations require veterans to make satisfactory progress toward their degree objective (i.e., 2.0 or better GPA each semester). Once a veteran or eligible student falls below either or both the semester and cumulative GPA standard, then he/she will be subject to the procedures outlined above.

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 without written approval from the VA, i.e. a certificate of eligibility for re-entry to training, issued by the VA.

A veteran who applies for admission to TC must submit official transcripts from all previous colleges attended. TC accepts all credit work that has been earned by the student at an accredited institution. If any such credit earned is applicable toward the degree plan of the student at TC, it will be credited toward his/her selected degree plan. The transcripts received from the institution previously attended will show the subjects undertaken and the credit and grades received for each course attempted. Failure to submit transcripts may result in termination of VA education benefits.

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

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, preliminary degree audits, assisting students to decide on a college major and providing course scheduling advice. Short-term personal counseling and referral services are also available.

Students who are undecided about their major or the educational requirements for a specific career field are provided with the most accurate and timely information available. Advisors provide information on TASP 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 are provided with an opportunity to find out which schools offer a degree in their chosen major, what the admission requirements are for transfer students, and the steps to follow to 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.

EDUCATIONAL PLANNING

Educational Planning Services are provided to assist students in determining degree and graduation requirements for academic and vocational/technical majors. Educational planning provides transfer students with an accurate, detailed list of courses that will transfer to their chosen transfer institution.

COLLEGE SUCCESS SEMINAR

The Advising Center offers a College Success Seminar before the Fall semester of each year. This is a one-half day 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.



Special Support Services and TRIO Programs

SPECIAL SUPPORT SERVICES

The Special Support Services Department provides the opportunity for qualified students with special physical, financial or educational needs to successfully participate in a full range of college experiences. Students may contact Special Support Services at phone number 298-8333. Through programming in Project ACCESS (Academic and Career & Counseling Educational Support Services) students may participate in a variety of services.

DISABILITIES SERVICES OF SPECIAL SUPPORT SERVICES

Temple College will take the necessary steps for special educational programming for students with documented disabilities. Appropriate academic adjustments and reasonable modifications to policies and practices will be made in order to allow the full participation of students with disabilities in our programs and activities.

Support assistance may include, but is not limited to:

- Note Takers
- Interpreters for the deaf
- Tutoring
- Advising and Counseling
- Special Testing arrangements
- CCTV use
- Tape Recorders

LEARNING ASSISTANCE CENTERS

A unique support lab called The Learning Assistance Center is one component of Project ACCESS. The Learning Assistance Center is located in the Administration Building, Room 902, Room 118, and at the Taylor Center. It offers a self-paced, individualized program that addresses the specific academic needs of students entering college. The center provides evaluation of college readiness through a transitional class and a variety of instructional options in order to address the different learning styles of students. In addition to basic skills enhancement, support services (tutoring, study skills, time and resource management,) are also available to assist students with college level classes. Services and adaptive technology are available to assist students with specific learning or physical disabilities. Referrals to the Learning Assistance Center are available through the Special Support Services Department located in the Advising Center.

TUTORING

Tutoring services are offered through the Special Support Services office for students who have individual learning needs. Students may want to take advantage of tutoring services in the following labs: Learning Assistance Center and the Anatomy & Physiology lab. Students who want to be tutors may apply through the Special Support Services Department.



FINANCIAL ASSISTANCE

The Special Support Services Department provides monetary and support services for students in vocational technical fields of study who meet eligibility requirements. The goal is to aid in removing barriers and to provide a support system that will meet their needs while attending school.

Through the Special Support Services Department assistance for child care and transportation needs, and a textbook lending library may provide the added support services for students who might not otherwise have the opportunity to attend college.

WORKSHOPS

Staff members will consult with and develop specific programs or presentations for faculty, residence hall groups, campus organizations, and the campus community. Workshops in the past have included: Stress Management, Test Anxiety, Goal Setting, Date Rape, Substance Abuse, and HIV.

TRIO Programs

TRIO PROGRAMS

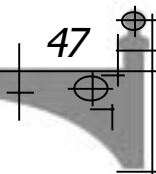
The TRIO Program at Temple College is a federally funded grant-based program designed to help eligible students graduate or transfer from TC and gain acceptance into a four-year college or university. Congress established TRIO Programs in 1965 to ensure equal educational opportunity for all Americans, 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 nations' 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 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 Special Support 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 Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Applications for such services should be made at: Texas Rehabilitation Commission, Temple District Office, 4501 South General Bruce Drive, Suite 35, Temple, Texas 76502. Office number 773-1674.

SOCIAL SECURITY ADMINISTRATION

Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. Student applications should be made to the Social Security District Office nearest to the student's home.

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. Temple office 771-2555.

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 (TASP), 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. Tests are proctored for the telecourses, 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 from the TASP) must have on file scores from the Texas Academic Skills Program (TASP) 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 been previously enrolled.
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 16 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 TASP eligibility for the specific Credit by Examination course(s) prior to completing registration for the examination.



6. The fee schedule for Institutional Examination is set by Temple College. Fee schedules for CLEP and DANTES are set by the College Board. There is no refund for 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 world-wide 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. The English Composition with Essay General Examination is offered only in January, April, June, and October.
3. CLEP examinations are administered at Temple College and scored by the College Board.
4. 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.

Temple College Institutional Examinations

Students may obtain college credit by taking examinations offered by various departments on campus.

Policies and Procedures:

1. Institutional examinations are administered at Temple College and scored either by the Testing Center or by the appropriate department. Score reports are mailed to the address shown on your registration form within two weeks from the examination date.
2. If the examination requires a lab, arrangements must be made with the Department Chairperson to administer that portion of the examination.
3. Students meeting minimum score standards on Institutional Examinations will receive a grade of "A" (90-100) or "B" (80-89) on their transcripts.



Registration

Registration must be completed in person at the times set by Temple College. Registration consists of completing the required forms, preparation of a class schedule, and paying all tuition and fees. All students must process through the Cashier's Office to complete registration. You may pay for your courses by cash, check, DISCOVER, VISA or MASTER CARD. Students with full scholarships and/or grants must also process through the Business Office to complete registration.

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. 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 unofficial 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 is 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 be mailed to the address provided on the Application for Admission. Any address changes must be made in writing to the Records Office. Students are responsible for all communication mailed to the last address on file. 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. A female student, who wished to discontinue the use of her married name and resume the use of her maiden name or a different name, must present a divorce decree or signed court order showing restoration of the maiden name of 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 printed 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 13th 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 7th 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 10th 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.

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 in 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 Counseling 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.

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the **Lower Division Academic Course Guide Manual (Revised)**, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

The institution whose credit has been denied (sending institution), or the student working through the sending institution, must initiate the dispute. 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.

For additional information, contact the Vice President of Educational Services.



Academic Honors and Standards

PRESIDENT'S HONOR LIST

A student must be taking at least nine semester hours of work and must have a grade point average of at least 4.0. In addition, disciplinary or academic probation shall make a student ineligible.

VICE PRESIDENT'S LIST

A student must be taking at least nine semester hours of work and must have a grade point average of at least 3.5. In addition, disciplinary or academic probation shall make a student ineligible.

HIGH HONOR GRADUATES

Graduates receiving an Associate of Arts or an Associate of Applied Science with at least 30 hours at Temple College and with a grade point average of 4.0 on all hours which count toward graduation are considered high honor graduates.

HONOR GRADUATES

Graduates receiving an Associate of Arts or an Associate of Applied Science with at least 30 hours at Temple College and with a grade point average of 3.5 on all hours which count toward graduation are considered honor graduates.

MINIMUM ACADEMIC STANDARDS

The minimum scholastic standards apply to all students enrolled in credit courses at Temple College. To remain in good standing or to regain it, a student must attain a semester grade point average (GPA) of 2.0 or above and a cumulative grade point average (GPA) of 2.0 or above. Both grade point averages are computed at the end of the Fall, Spring, Summer I, and Summer II semesters. Please note: Summer I and Summer II are evaluated together for minimum academic standard calculation.

SCHOLASTIC PROBATION

Failure of a student who is in good standing to meet either the semester GPA standard or the cumulative GPA standard or both will cause the student to be placed on scholastic probation for the ensuing semester.

If a student is on scholastic probation and satisfies either the semester GPA standard or the cumulative GPA standard but fails to meet the other, the student is continued on probation. Please note: Summer I and summer II are evaluated together to determine scholastic probation.

SCHOLASTIC SUSPENSION

A student on scholastic probation who fails to meet both the semester and cumulative GPA standards will be suspended from the College for the ensuing fall or spring semester and any intervening summer session. Please note: Summer I and Summer II are evaluated together to determine scholastic probation.

A student on scholastic suspension may apply for readmission at the beginning of any semester after he/she has been out of college for one long semester, but will be readmitted on scholastic probation.

A student on suspension may also apply in writing for a **one-time exception to the suspension policy**. Exceptions are considered once each semester. Contact the Vice President of Educational Services for details. Students for whom exceptions are granted are readmitted on probation.

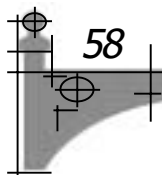
TRANSFER STUDENTS

A transfer student who is not scholastically eligible to return to the college he/she last attended will not be eligible for regular admission to Temple College. For information on exceptions and special admission contact the Vice President of Educational Services.

A transfer student who was placed on probation at the college he/she last attended will be admitted on probation to Temple College and must meet the minimum standard of work during his/her first semester of enrollment in order to continue in attendance.

A transfer student whose transcript does not indicate that he/she was on probation, but whose academic record during the last semester of his/her attendance at another college did not meet the minimum standard of work at Temple College, will be admitted on probation and must meet the minimum standard of work during his/her first semester of enrollment in order to continue his/her attendance.





Class Information

CLASS STANDING

A student with 0 through 29 semester hours is considered to be of freshman standing.

A student with 30 through 59 semester hours is considered to be of sophomore standing.

METHOD OF WORK

Traditionally, there are sixteen weeks of instruction during the fall and spring semesters. A typical course yields three semester hours of credit. This represents three hours of instruction each week for sixteen weeks for a total of forty-eight contact hours. Work taken in summer school results in the same total contact hours, but it is completed in either a three, six, eight, ten, eleven or twelve week period of time.

COURSE NUMBERS

Temple College is a participating institution in the Texas Common Course Numbering System. Courses designed for transfer have a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, while DRAM is the common prefix for drama/theatre courses. The four-digit number following the prefix identifies specific courses within the subject area. Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon successfully completing the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which courses are generally taken. Thus, General Chemistry I-CHEM 1411 is taken before General Chemistry II CHEM 1412.

Developmental courses not designed for college credit or transfer have a 0 (zero) as the first digit. Courses that have TE as the last two letters of the prefix are designed to be a part of a terminal program and may not be, and are not designed to be, transferable. Beginning in Fall 1998, the Workforce Education Course Manual has revised course prefixes. Therefore, not all terminal courses have the TE at the end of the prefix. Most courses that are included in a certificate or an Associate of Applied Science degree are terminal courses and are not intended as transfer courses. The student should consult with the intended transfer institution to determine the transferability of technical courses. Course equivalency guides are available in the Advising Center.

NORMAL CLASS LOAD AND MAXIMUM LOAD

The regular college year is composed of two semesters. Each semester consists of 16 weeks. A full-time student is one who carries 12 or more semester hours of work for the semester. At least 16 semester hours each semester are generally required if the student plans to complete a degree in the usual two or four-year time period.

The maximum amount of work that a student will be approved to carry at one time is 18 semester hours. Students will be permitted to carry more than 18 semester hours under one of the 2 following conditions: 1) the student must take additional hours to be eligible for graduation at the end of the semester, or 2) the student made no grade lower than a "B" as a full-time student the

previous long semester. The approval of an advisor is required for registration in excess of this maximum load.

The summer day session is composed of two terms of six weeks each. Classes meet four days a week, Monday through Thursday. A full-time student is one who carries six or more semester hours of work during a six-week term. A student may be limited to two courses for each six-week term in the summer school.

An eight-week evening session is also offered which begins simultaneously with the first five-week day session. A student may be granted permission to enroll in one night session class in addition to the two classes permitted for day school. Conversely, a student may be granted permission to enroll in two night school classes and one day school class. Permission must be obtained from an advisor. Students who enroll in nine or more hours in the summer I term will only be allowed to register for a limited number of additional hours in the summer II term.

CONCURRENT ENROLLMENT

Approval may be granted for a student to be concurrently enrolled at TC and another institution at the same time. If granted, the student must not exceed the maximum amount of work permitted during any one semester as outlined above.

A person who has received permission for concurrent enrollment and is concurrently enrolled at another institution must submit an official transcript from that institution to the Admissions and Records Office at TC at the close of the semester if he/she is planning to enroll at TC the following semester.

ADDING AND DROPPING COURSES

See Changes of Schedules and Withdrawals under Registration.

AUDITING OF COURSES

When space is available any person 18 years of age or older may, with the consent of the instructor, enroll as an auditor in either the day or evening division of the College. An auditor is entitled to the use of laboratory equipment and supplies and to participation in fieldwork. Students must pay any laboratory fees required whether they use such facilities or not. Students cannot audit applied music classes. The instructor is not obligated to accept any papers, tests or examinations from these students. An auditor is free from such course requirements as attendance, written work, and tests. Credit will not be granted for a course that has been audited, except by enrolling in the course at a later date and completing all of the required work. Those living in the College district will pay the regular in-district tuition and fees plus a special \$15 auditing fee for each course audited. Those living outside the College district will pay the regular tuition and fees charged students who are not residents of the junior college district but who are residents of the state. They will also pay a special \$15 auditing fee for each course audited. Once students pay tuition and fees they may not change from audit status to credit status. Once students pay tuition and fees and enroll for a course for credit they may not change from credit to audit status. Procedures for auditing a course will be administered by the Director of Admissions and Records. No refunds of tuition and fees are made to auditing students who withdraw from class unless the class is cancelled by TC.

AUDITING OF COURSES BY SENIOR CITIZENS

Persons over 65 years of age are permitted to audit classes at TC on a space available basis without paying the required tuition and fees. The auditor must purchase all required supplies and books, etc. Refer to the section on Auditing of Courses for additional information.

CREDIT COURSE ENROLLMENT BY SENIOR CITIZENS

Temple College will grant a student 65 or older an exemption from tuition (only) for credit courses. The College must give preference to students paying tuition, and the discount is based on the availability of space in the class. Also, to qualify for exemption, the courses must be tax supported.

ATTENDANCE

Students are expected to be present and punctual for those classes and laboratories in which they are enrolled. When absences or tardies are unexplained or excessive, the instructor will inform the Vice President of Educational Services. A student may be administratively withdrawn from a course by the Vice President of Educational Services because of neglect, excessive absences, lack of preparation, etc. It is the student's responsibility to drop a class if he/she is unable to continue attending the class. Students who expect to be absent because of religious holy days should contact the Vice President of Educational Services for details concerning Texas Education Code 51.911. Refer to "Attendance" in the Student Handbook.

GRADES

The standing of a student in his/her work is expressed by grades made up from class work and from examinations. There are ten grades: A (Excellent), B (Good), C (Fair), D (Pass), F (Failure), WP (Withdraw Passing), WF (Withdraw Failing), W (Withdrawal), X (work continuing) and I (Incomplete). The grades of X, W and WP are not counted as hours attempted in computing the student's grade point average. To pass a course it is necessary to secure a grade of at least a "D". In some AAS degree programs a grade of "D" is unacceptable if earned in a major course. When a "D" grade is earned in such a course, the student must repeat that course and earn a grade of "C" or higher. In some AAS degree programs the grade of "D" is not given in major courses. Grades in those courses are: "A.....B," "C.....F." Students enrolling in a program where either of these policies is in effect are informed in advance of the departmental grading policy. An incomplete grade not removed within 30 days of the first class day of the subsequent term will become an "F". An extension beyond this time frame may only be granted exceptional circumstances. Approval for the extension must be granted by the instructor in writing and must be submitted to the Director of Admissions and Records for approval. Students who remove incomplete grades in courses that are required for graduation must do so within 30 days from the graduation date in order to be considered a graduate for that term. Students who wait until the subsequent term to clear the incomplete will be considered for graduation in the term which the incomplete was cleared. This policy does not relieve students from meeting course prerequisites.

GRADE POINT AVERAGE

The grade point average is computed on the following values for each semester hour of credit: A - 4; B - 3; C - 2; D - 1; and F - 0. Grade Point Averages (GPA) are computed by dividing the total grade points earned by the number of semester hours attempted that are used in the G.P.A. calculation.

Prior to the Fall 2002 semester, all transfer hours with a grade of "D" or above were calculated into the cumulative GPA. Transfer hours that were not required by the degree plan but which counted as electives were also included in the cumulative GPA. Temple College hours excluding developmental courses were also calculated into the cumulative GPA. (Developmental hours were calculated into the semester grade point average only.)

Beginning with the Fall 2002 semester, Temple College will not include transfer hours in the cumulative GPA calculation. Temple College will accept transfer hours with a grade of "D" or above as transfer credit but the grades will no longer affect the Temple College cumulative grade point average. Also beginning with the Fall 2002 semester, developmental hours will not be included in the semester GPA calculation.

Please note that all transfer hours and developmental hours that were calculated in the grade point averages prior to the Fall 2002 semester will remain in the GPA calculations.

REPEATING OF COURSES

Prior to the Fall 2000 semester, if a student repeats a course, the credit hours and grade points earned the last time the course is taken are counted toward computation of an overall grade point average. All hours and grade points earned the first time the course was attempted are no longer computed in the overall grade point average calculation. If the course repeated is identified in the catalog as a course that may be repeated for credit when the topics vary, then the topics must be the same before the course will be treated as repeated for replacement.

However, a student may not remove an earlier punitive grade (F, I, WF) by enrolling in that course again and finishing with a non-punitive grade (W, WP). In this case, the first attempt will continue to be included in the overall grade point average calculation. The semester grade point average will be computed as it normally would be even if a course is repeated. All courses attempted during a given semester will be used in calculating a semester grade point average, even if a course is repeated at a later date.

Beginning with the Fall 2000 semester, if a student repeats a course, the credit hours and grade points earned from the attempt with the highest grade will be considered the grade of record and will be counted toward computation of an overall grade point average. The hours and grade points from the lower grade attempt will not be calculated in the overall grade point average. If the course repeated is identified in the catalog as a course that may be repeated for credit when the topics vary, then the topics must be the same before the course will be treated as repeated for replacement.

However, a student may not remove an earlier punitive grade (F, I, WF) by enrolling in that course again and finishing with a non-punitive grade (W). In this case, the first attempt will continue to be included in the overall grade point average calculation. The semester grade point average will be computed as it normally would be even if a course is repeated. All courses attempted during a given semester will be used in calculating a semester grade point average, even if a course is repeated at a later date.

EXEMPTION

Students will not be exempt from final examinations.

SCHEDULE AND SYLLABUS CHANGES

Temple College reserves the right to modify the class schedule when necessary. Instructors maintain the freedom to modify course syllabi when appropriate.





Student Life

The following organizations are those which have been officially recognized by Temple College. The degree of activity varies with the interest expressed by the student body during any given year.

CLUBS

American Design & Drafting Association (ADDA)

The Temple College student chapter of American Design & Drafting Association, a nationally recognized professional organization, began in the fall of 2000.

The purpose of this organization is to provide information on advances in computer-aided design/drafting, and to serve as a professional organization for students interested in design/drafting, engineering, and to prepare members for job placement. Majors in the following fields typically belong to this club: Manufacturing Technology, Electronics Technology, CAD, Architecture, Civil, GIS, Machine Design and pre-engineering. This organization participates in school events and works in the community while promoting the Computer Aided Design Drafting profession. Membership is open to all individuals working in the design/drafting industry as well as educators, students, and educational institutions.

Association of Mexican-American Students (AMAS)

The purpose of this organization is to cultivate a better understanding of the Mexican-American culture and its relation toward the student and the community, to perform services related to the College and the community, to promote more interest in Spanish, and to encourage Mexican-Americans to continue their education. Its membership is open to all students officially enrolled at Temple College and those specifically interested in the Mexican-American culture.

Association of Respiratory Care Students (ARCS)

This organization is designed to promote interest and awareness in Respiratory Care, to further awareness of technological advancements, and to broaden the scope of study in Respiratory Care. Its membership is restricted to those students enrolled in the TC Department of Respiratory Care.

Association of Student Surgical Technologists (ASST)

This organization is designed to promote interest in surgical technology and to further members' awareness of technological advancements through workshops, meetings, and visits to medical centers.

Associate Degree Nursing Student Organization (ADNSO) Association of Student Vocational Nurses (ASVN)

The purpose of both organizations is to promote understanding of the nursing fields and related areas and to further the members' awareness in technological advancements through workshops, meetings, and visits to medical centers and nursing seminars. Membership to ADNSO

is restricted to students currently enrolled in the Associate Degree Nursing Program. Membership to ASVN is restricted to students currently enrolled in the Vocational Nursing Program.

Black-American Culture Club

Organized in 1975, this organization sponsors programs and educational activities of Black-American culture to enhance the overall race relations program at Temple College. Its membership is open to all students of the College. Meetings are held twice monthly.

Chess Club

This club is for students interested in the game of chess. It provides clinics for beginners as well as tournaments for the more advanced player.

College Republicans

The purpose of this organization is to assist in the election of Republican nominees to public office and to stimulate interest in politics and public affairs.

Criminal Justice Club

Organized in 1994 by students enrolled in criminal justice classes, the purposes of the club are to promote better understanding and communication between other TC clubs, local law enforcement agencies and promote comradeship among criminal justice students and area law enforcement professionals.

Delta Epsilon Chi

Delta Epsilon Chi is open to any Temple College student interested in management, marketing and distribution. It lists among its purposes the further development in education of programs in management, marketing, and distribution, as well as the promotion of understanding and appreciation for the responsibilities of citizenship in the free competitive enterprise system.

Physics Club

The purpose of this chapter shall be the advancement and diffusion of knowledge of the science of physics and the encouragement of student interest in physics throughout the academic and local communities.

Science Club

This club is for students who are interested in any phase of the sciences. It provides a broad program of interest in biology, physics, and chemistry. The club sponsors field trips to centers of scientific activity and encourages student research reports, and discussions of classical and current topics in science. The club is affiliated with the Texas Academy of Science Collegiate Academy.

Society of Manufacturing Engineers (SME)

The SME student chapter S271 is a professional club for students interested in engineering, manufacturing and other technology-related areas. Majors in the following fields typically belong to this club: Manufacturing Technology, Electronics Technology, CAD, CIS and pre-engineering. However, membership is open to all students. The club operates under the auspices of the Temple-Waco professional chapter of the SME.

Student American Dental Hygienists' Association (SADHA)

The purpose of this organization is to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public. This organization is open only to students who are enrolled in the dental hygiene program.

Temple College Literary Club

A club for Temple College students interested in having their writing or art read or viewed on the TC campus.

TC Road Scholars

The TC Road Scholars is open to any student with an interest in automotives. The club strives to help its members learn more about automotive technology and apply these skills to special projects.

Young Democrats

The purpose of this organization is to assist in the election of Democratic nominees to public office and to stimulate interest in politics and public affairs.

HONOR SOCIETIES

Phi Theta Kappa

This international junior college honorary scholastic society granted Lambda Theta, the local chapter, a charter on November 17, 1960. To be eligible for membership a student must have completed twelve semester hours leading to a degree conferred by the College and rank academically within the upper ten per cent of the student body. Members are selected on the basis of character, citizenship, and scholarship.

Psi Beta

This national honor society in psychology for community colleges is designed to stimulate, encourage, and recognize scholarship and interest in psychology. To be eligible for membership, a student must have completed one course of psychology with a "B" or better and have an overall GPA of 3.0.



RELIGIOUS ORGANIZATIONS

Baptist Student Ministries

The purpose of this organization is to provide students opportunities of ministry on campus and in the community. This is accomplished through mission projects, Biblical challenges in spiritual growth, fellowship with other students, etc. BSM is a Christian student organization open to all students regardless of their denominational affiliation.

United Campus Ministries

This organization offers opportunities for students from different faith backgrounds to meet together for fellowship, relaxation, and worship. We also seek to provide a place to share, learn, and grow. We strive to create a bridge between school, church, and the community.

STUDENT AFFAIRS

Student Government Association

Organized as the College Council in 1950, the present Student Government Association has evolved through several constitutional revisions since its inception. Membership is made up of the elected officers. The objectives of the Student Government Association are to assist in the development of the student body and all clubs and organizations, coordinate student activities, seek an understanding of and a solution to student problems, to serve as the coordinating body of the social/service organizations, and to provide student input into the administration of Temple College.

STUDENT ACTIVITIES

Social Events: Various activities are scheduled on the College Calendar each semester where students and faculty enjoy together the social life of the College.

Athletics: The athletic program of Temple College is based around participation in men's and women's basketball, men's golf, men's and women's tennis, men's baseball, women's softball, volleyball and intramurals.

Color and Mascot: The TC colors are Black and Gold. The men's athletic teams are known as the Leopards and the women's teams are the Lady Leopards.

Musical Organizations: The opportunity to participate in excellent instrumental and choral groups is available to Temple College students through the Music Department. Bands, choirs, and numerous smaller ensembles are organized each year.

Theatre-Speech: Students interested in Speech and Theatre activities can participate in the preparation of plays for festivals as well as various types of speeches for contests and festivals.

Recreational Sports: The recreational sports program is designed to offer additional activities and intramural sports for students other than those obtained in the regular program of college courses. Individual as well as team activities are offered to both part-time and full-time students. The recreational sport facilities include an indoor swimming pool, gymnasium, fitness center with

a cardio room and weight room, racquetball and tennis courts. Further information regarding the intramural program may be obtained from the Recreational Sport/Wellness Director's Office.

STUDENT PUBLICATIONS

Collage: student literary publication

STUDENT HOUSING

University Courtyard Apartments

The College provides on-campus housing in a modern apartment style apartment complex. The units are designed in a four bedroom floor plan and are fully furnished. Security features include a sprinkler system and panic alarms. The rental cost includes all utilities, high-speed internet service, cable TV, and local telephone service. For information, call (254) 791-5400.

Temple College Apartments

Temple College Apartments provide affordable on-campus housing for low income student families through a partnership between the Temple Housing Authority and Temple College. There are 25 one and two bedroom apartments. Residents must meet THA screening requirements. For information contact the Temple Housing Authority.

USE OF FACILITIES, STUDENT CONDUCT AND RESPONSIBILITIES

The administration of Temple College, under the authority granted it by the Board of Trustees, has established the following rules and practices concerning the use of facilities and student conduct and responsibilities. A student seeking recourse under these rules and practices may appeal to the Vice President of Educational Services. Further appeals may be made to the President.

FACILITIES

The facilities at Temple College, including those within the buildings and those on the campus, are for the benefit of students enrolled in the College. These facilities are directly under faculty supervision. From time to time, subject to the approval of the administration, these facilities may be used by those not enrolled, and who have received approval of the administration for said use. The use of the facilities must be in conformity with the rules of the administration, and must not interfere with use of college purposes in any respect.

Use of classrooms and offices by students enrolled shall be under the supervision of those in charge during the hours that they are available. When not available to the students they will be under the direct supervision of the administration, or delegated personnel. Persons not enrolled, or connected with the staff, may be prohibited by the administration at any time, not only to classrooms and offices, but to the entire campus area. Commercial advertising and/or solicitation is not permitted anywhere on the campus except by those organizations sponsoring programs which have been endorsed by the College.

Persons violating any rules heretofore specified shall be advised, and counseled, regarding these rules.

STUDENT CONDUCT AND RESPONSIBILITIES

Through enrollment at Temple College, students signify that they recognize the authority of the College in governing their actions in relation to the College, and they automatically agree to abide by any regulation concerning students and/or student organizations set up by the College or its representatives. A detailed description of student disciplinary procedures may be found in the *Student Handbook*. Weapons are prohibited on the TC campus. The possession or use of alcoholic beverages or narcotics on the campus may be cause for disciplinary action. This is also true of a student who comes on the campus while under the influence of either of the two. Any action by one or more individuals, whether students or non-students that interferes with the orderly operation of the College will be the cause of disciplinary action or possible arrest by authorized peace officers. A student may be requested or required to withdraw with or without public charges by the College administration. The College does not wish to provide a policy regarding dress for students, but does feel that it is the responsibility of the student to maintain standards of good taste and good grooming which are in keeping with generally accepted standards. Appropriate campus dress for men and women depends upon the occasion or specific event that the student attends. Modes of dress that are in keeping with current styles and are generally acceptable in the extended college community are deemed to be the most acceptable and appropriate. Modes of dress deemed inappropriate will be called to the attention of the offending student by college representatives.

PARKING AND TRAFFIC

All vehicles regularly driven on campus by both students and faculty must bear a current parking permit and must be parked in authorized areas and in the proper manner. It is the responsibility of anyone bringing a vehicle onto the campus to become familiar with the Traffic Rules & Regulations. These may be found in the *Student Handbook*.

