

# 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 2009-2010

Temple College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Temple College.

**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  
Accreditation Review Committee on Education in Surgical Technology  
Commission on Dental Accreditation, American Dental Association  
Committee on Accreditation for Respiratory Care  
Texas Nurses Association Approved Provider of Nursing Continuing Education  
Board of Nurse Examiners for the State of Texas  
National League for Nursing Accrediting Commission  
Texas Department of Health Bureau of Emergency Management  
National Junior College Athletic Association  
Northern Texas Junior College Athletic Conference  
International Tennis Association*

**Member of American Association of Community Colleges  
Member of Texas Association of Community Colleges  
Member of Hispanic Association of Colleges and Universities**

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 in this catalog is subject to change.**

**For the most current information please go to:**

<http://www.templejc.edu/admission/admission.htm#Catalogs>

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**HOURS**

The business hours for the College are:

**Fall and Spring**

Monday - Thursday      8:00 a.m. - 6:00 p.m.  
 Friday                      8:00 a.m. - 12:00 noon

**Summer**

Monday – Thursday      7:30 a.m. - 6:00 p.m.

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

**TEMPLE COLLEGE EDUCATION CENTERS****Cameron Education Center**

804 East First Street  
 Cameron TX 76520-3401  
 (254) 697-8642

**Downtown Center**

101 North Main Street  
 Temple TX 76501-7641  
 (254) 298-8282, (800) 460-4636

**Taylor Center**

516 North Main Street  
 Taylor TX 76574-3645  
 (512) 352-2688, (512) 365-7242 (Metro)

**Texas Bioscience Institute**

5701 Airport Road  
 Temple TX 76502  
 (254) 298-8782

## CAMPUS NUMBERS

**Temple College (254) 298-8282 or outside Temple area (Texas only) 1-800-460-4636**

**Taylor Center - Temple College 298-8271 or (512) 365-7242 or (866) 989-4266**

**Cameron Education Center - Temple College 298-8318 or (254) 697-8642**

**TDD (254) 298-8253**

(All numbers have 298 prefix unless otherwise indicated)

Accounting Services.....	8601	Loaner Computer Office.....	8467
Admissions & Records.....	8306	Maintenance (Physical Plant).....	8690
Advising.....	8331	Management.....	8636
Art.....	8570	Math Lab (Computer Aided).....	8348
Athletics.....	8522	Math Lab at Taylor.....	8949
Baseball.....	8529	Math Tutoring Lab.....	8373
Basketball/Men.....	8525	Mathematics.....	8358
Basketball/Women.....	8527	Media Center.....	8423
BellNet Room.....	8219	Music.....	8555
Biology.....	8405	Newton Science Lab.....	8404
Bookstore Main Campus.....	8575	Nursing - Associate Degree.....	8666
Bookstore at Taylor.....	8274	Nursing Lab.....	8675
Business Courses.....	8636	Nursing - Vocational.....	8664
Cameron Center.....	8818 or 254.697.8642	Open Computer Center (WTC).....	8382
Campus Police.....	8291	Payroll.....	8581
Cashier.....	8610/8611	Performing Arts.....	8555
Chemistry.....	8407	Physical Education.....	8525
Child Development.....	8624	Physics.....	8407
College Communications.....	8590	Physics Lab.....	8402
Community Education.....	8625	Project Access.....	8599
Computer-Aided Design.....	8371	Purchasing.....	8609
Computer Training/User Support.....	8450	Recreational Sports & Wellness.....	8521
Computer Information Systems.....	8465	Respiratory Care.....	8697
Criminal Justice.....	8634	Schlitzskys.....	8803
Dental Hygiene.....	8678	Social & Behavioral Sciences.....	8361
Dental Clinic.....	8688	Special Projects.....	8342
Disabilities Coordinator.....	8335	Special Support Services.....	8333
Distance Education.....	8388	Speech.....	8555
Educational Assistance Center.....	8599	Softball.....	8528
Education Courses.....	8624	Student Life.....	8309
Educational Services.....	8344	Surgical Technology.....	8651
EMS Professions.....	8697	Swimming Pool.....	8520
English.....	8381	Tarleton Representative.....	8339
Event Coordinator.....	8690	Taylor Center.....	8271
Financial Aid.....	8321	Taylor Center.....	512.352.2688 or 512.365.7242
Financial Aid at Taylor.....	8948	Tech Prep.....	8482
ASC Food Court.....	8803	Tennis.....	8526
Foundation.....	8592	Testing Center.....	8586
Geographic Information Systems.....	8371	Texas Bioscience Institute.....	8782
Golf Course.....	773.0888	Theatre.....	8555
Health.....	8525	TRIO @ TC.....	8376
Help Desk (Information Services).....	8450	TRIO @ Taylor.....	8275
Human Resources.....	8583	Veterans Affairs.....	8331
Institutional Advancement.....	8592	VCT (Virtual College of Texas).....	8319
Institutional Research.....	8340	Visual Arts.....	8570
Liberal Arts.....	8596	Volleyball.....	8531
Library (Learning Resources).....	8426		

## COLLEGE CALENDAR

**FALL SEMESTER, 2009**

August 17-2	Regular Registration - Payment due August 20, 6 p.m.
August 17	Faculty Return to Campus
August 21	All College Meeting
August 24	First Class Day
August 25	Last Day to Add a Class – Noon Deadline
September 1	Census Day for 1st 8-Week Classes
September 7	Labor Day Holiday
September 14	Census Day for 16-Week Classes
October 1	Deadline to Apply for December Graduation
October 2	Last Day to Drop a 1st 8-Week Class
October 14-15	1st 8-Week Class Final Examinations
October 15-16	Registration, 2nd 8-Week Classes
October 16	Mid-Semester
October 19	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
October 27	Census Day for 2nd 8-Week Classes
November 13	Last Day to Drop a 16-Week Class
November 24	Last Day to Drop a 2nd 8-Week Class
November 25-27	Thanksgiving Holidays
December 2	Last Class Day of Fall Day/Evening Classes*
December 3*	Last Class Day of Classes Meeting Thursday Only
December 4*	Last Class Day of Classes Meeting Friday Only
December 7	Final Exams Begin (Monday)
December 10	Finals End (Thursday)/ Semester Ends
December 11	College Closes at Noon for Winter Break (Friday)
December 11	Grades Due at 12:00 Noon (Friday)

**SPRING SEMESTER, 2010**

January 4	College Administrative Offices Open
January 4-7	Regular Registration – Payment due January 7, 6 p.m.
January 4	Faculty Return to Campus
January 8	All College Meeting
January 11	First Class Day
January 12	Last Day to Add a Class - Noon deadline
January 18	Martin Luther King Holiday
January 20	Census Day for 1st 8-Week Classes
February 1	Deadline to Apply for May Graduation
February 1	Census Day for 16-Week Classes
February 19	Last Day to Drop a 1st 8-Week Class
March 3-4	1st 8-Week Class Final Examinations
March 4-5	Registration, 2nd Eight Weeks
March 5	Mid-Semester
March 8	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
March 15-19	Spring Break

March 23 .....	Census Day for 2nd 8-Week Classes
April 2 .....	Good Friday Holiday
April 9 .....	Last Day to Drop a 16-week Class
April 23 .....	Last Day to Drop a 2nd 8-Week Class
April 28 .....	Last Class Day of Spring Day/Evening Classes*
April 29* .....	Last Class Day of Classes Meeting Thursday Only
April 30* .....	Last Class day of Classes Meeting Friday Only
May 3 .....	Final Exams Begin (Monday)
May 6 .....	Finals End (Thursday) / Semester Ends
May 6 .....	Commencement - 7 p.m. (Thursday) Bell County Expo Center, Belton, TX
May 7 .....	Grades Due at 12:00 Noon (Friday)

**SUMMER SESSION, 2010**

May 31 .....	Memorial Day Holiday
May 10 - June 2 .....	Regular Registration
June 7 .....	First Class Day—1st 6-Week, 8-Week and 11-Week Classes
June 8 .....	Last Day to Add a Class
June 10 .....	Deadline to Apply for Summer Graduation
June 10 .....	Census Day for 1st 6-Week Classes
June 15 .....	Census Day for 8-Week Classes
June 17 .....	Census Day for 11-Week Classes
July 1 .....	Last Day to Drop a 6-Week Class
July 4 .....	Independence Day Holiday
July 5 .....	Independence Day Holiday Observed
July 12 .....	Final Examinations for 1st 6-Week Classes
July 14-15 .....	Registration for 2nd 6-Week Classes
July 15 .....	Last Day to Drop an 8-Week Class
July 19 .....	First Class Day—2nd 6-Week Classes
July 19 .....	Last Day to Add a Class—2nd 6-Week Classes
July 22 .....	Census Day for 2nd 6-Week Classes
July 28-29 .....	Final Examinations begin for 8-Week Night Classes
July 29 .....	Final Examinations for 8-Week Day Classes
July 29 .....	Last Day to Drop a 11-Week Class
August 12 .....	Last Day to Drop a 2nd 6-Week Class
August 18 .....	Final Examinations begin for 11-Week Classes
August 19 .....	Final Examinations for 2nd 6-Week Classes and 11-week Classes
August 19 .....	Semester Ends

**ADMINISTRATION****BOARD OF TRUSTEES**

Judy Morales - 2010 - Chair  
 Walter P. Dyck, M.D. - 2010 - Vice Chair  
 Mike Thompson - 2012 - Secretary  
 Paxton Howard, Jr., M.D. - 2012  
 Jack W. Jones, Jr. - 2010  
 Anne Penney Newton, Ph.D., Ed.D. - 2012  
 Stephen H. Niemeier - 2014  
 Lydia Santibanez - 2014  
 Larry J. Wilkerson - 2014

**ADMINISTRATION**

Glenda O. Barron .....President  
 A. Wayne Criswell .....Vice President of Administrative Services  
 & Chief Financial Officer  
 Mark A. Smith .....Vice President of Educational Services &  
 Chief Academic Officer (Interim)  
 Danette Toone .....Vice President of Academic and Community Initiatives  
 Randy Baca .....Associate Vice President of Resource Management  
 Gary Jackson .....Associate Vice President of Finance, Information & Technology  
 Services, Chief Information Officer  
 Mark Smith .....Associate Vice President of Distance Education

**DIVISION DIRECTORS**

Gracie Conner .....Community Services & Business Training  
 Brian St. Amour .....Distance Education  
 Thomas Fairlie .....Fine Arts  
 Lee Ogburn-Russell .....Health Professions  
 Kathy Fulton .....Learning Resources  
 Susan Guzman-Trevino .....Liberal Arts (Interim)  
 Cynthia Martinez .....Mathematics, Science, and Physical Education (Interim)  
 Jan Salzman .....Student and Enrollment Services  
 Hal Ward .....Business and Career Professions

**CENTER DIRECTORS**

John Bicknell .....Cameron Education Center  
 Mark A. Smith .....Temple College at Taylor

## DEPARTMENT CHAIRS

Biology .....	Terry Austin.....	298-8405
Biotechnology .....	Katie Burrows .....	298-8638
Business, Management, Office Occupations.....	Hal Ward.....	298-8636
Chemistry, Physics, Geology, Physical Science, Engineering .....	Sharon Hoffman .....	298-8407
Child Development/Education.....	Gail Cox .....	298-8624
Communications.....	Susan Guzman-Trevino (Interim).....	298-8383
Computer-Aided Design/Geographic Information Systems .....	Steven Taylor.....	298-8371
Computer Information Systems .....	Talma Botts .....	298-8465
Criminal Justice.....	Lesley Keeling-Olson .....	298-8634
Dental Hygiene .....	Norma Maedgen .....	298-8677
Diagnostic Medical Sonography .....	Steve Trawick .....	298-8695
Emergency Medical Services.....	Jeff Fritz.....	298-8563
Mathematics .....	Mary Hatsell (Interim) .....	298-8356
Nursing, ADN.....	Karen Robinson .....	298-8673
Nursing, LVN.....	Gregory Bond .....	298-8665
Performing Arts.....	Colin Mason.....	298-8555
Health and Physical Education.....	Pamela Lee .....	298-8521
Respiratory Care .....	William Cornelius III .....	298-8928
Social and Behavioral Sciences .....	Joanna Scott .....	298-8384
Surgical Technology.....	Kerry Aguillon.....	298-8650
Visual Arts .....	Michael Donahue .....	298-8570

## PRESIDENT'S MESSAGE

On behalf of the Board of Trustees, the faculty, staff, and students of Temple College, I invite you to explore the many programs and services described within this catalog. Founded in 1926, TC has become a truly comprehensive community college, offering an array of educational opportunities in an ongoing effort to fulfill the dreams and aspirations of its students.

**If your goal is to pursue a baccalaureate or higher degree**, Temple College is a point of access for numerous professional fields of study through its transfer curriculum leading to the Associate of Arts degree. We now also offer an opportunity for our students to complete upper-level classes toward a baccalaureate degree on the TC campus through a partnership with Tarleton State University–Central Texas, or online through an innovative partnership with Franklin University.

**If your interests lie within a field of technical study**, Temple College offers challenging programs leading directly to employment through specialized certification or an Associate of Applied Science degree.

**If you need short-term training or re-training for skill-specific occupations**, Temple College provides many opportunities throughout each calendar year 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 to meet your interests.

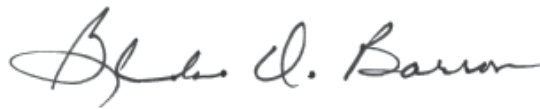
There are exciting opportunities for you at Temple College, and I invite you to experience the exceptional quality of instruction in the classroom and online, as well as the many other opportunities for enrichment through student organizations and activities, cultural and athletic events, forums and workshops, with many featuring local, state, and national leaders.

Temple College has combined a sense of history and tradition with unprecedented progress in the transformation of its campuses, programs, and services to meet the educational, cultural, and socio-economic needs of a multi-county service area. Many of its programs have received national and even international recognition; many of its students have reached the highest levels of professional achievement.

I hope that you will join us on one of our Temple campuses, at our educational centers in Cameron or 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 student.

**We are here for only one reason: YOU.**

Sincerely,



Glenda O. Barron, 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, area communities, and businesses through quality educational programs and services that reflect our commitment to quality and integrity while preparing our diverse population as they enter an ever-changing global society.

### VALUE STATEMENTS

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

**Ethical Conduct** – Temple College is committed to a high standard of integrity. The board, administration, faculty and staff pledge to model the integrity we expect of our students.

**Learning Environment** - Temple College pledges to provide a stimulating, compassionate, supportive educational environment that embraces academic integrity. The College offers a variety of opportunities 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 acknowledges our obligation not only to develop our students intellectually, but also to address their professional, personal, social and ethical development. The College also designs activities to foster student leadership, to promote integrity, and to encourage the pursuit of 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.

**Secure Environment** - Temple College is dedicated to providing a safe and secure environment through a comprehensive Emergency Management program.

Temple College is committed to excellence in helping students reach their full potential by developing their academic competencies, integrity, 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, community 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 main campus now exceeds 105 acres, including 17 buildings. University Courtyard Apartments provide apartment-style on campus student housing, and Temple College Apartments provide on-campus housing for low-income student families. The Danny Scott Sports Complex includes a gymnasium with indoor swimming pool, fitness center, baseball and softball fields, and an intramural field. The Old Nine Golf Course also is located on campus.

Temple College also operates three off-campus centers. To serve the increasing educational and workforce training needs of Williamson and surrounding counties, Temple College opened the Temple College Taylor Center in the fall of 1997 in the historic area of Taylor. Temple College is the lead institution of the East Williamson County Higher Education Center (EWCHEC), a multi-institutional teaching center, and is host for the Legacy Early College High School. Located in Taylor, EWCHEC was established in 2007 to bring higher education and workforce opportunities to rural residents in Williamson County.

The Cameron Education Center - Temple College opened in January 2000 to serve the educational and training needs of Milam County and surrounding areas. Day and evening on-campus, online, and hybrid credit courses, technical and workforce training, and continuing education classes are available at both centers.

The Temple College Downtown Center opened in May 2000 in the historical old Temple Post Office Building. The Downtown Center is home for the Community Services and Business Training Division. In 2005, renovations were completed to an historic building adjacent to the Downtown Center for the Temple College Business Training Center. A joint economic and business development project with the City of Temple, Temple Economic Development Corp. and the Temple Chamber of Commerce, the Business Training Center houses the Temple Business Incubator as well as classrooms, meeting space for community education and workforce training and offices for the Temple College Foundation.

Temple College has traditionally offered pre-professional courses leading to degrees in medicine, law, education, engineering, and similar fields as well as more general academic courses that enable students to transfer to four-year colleges and universities for baccalaureate degrees. The technical program of the College expanded with the opening of the Watson Technical Center in 1967. In recent years a wide variety of credit and non-credit classes, programs and workshops have been offered through Community Education and Workforce Development and Corporate Training. Temple College became a leader in education for health professions with opening of a new Health Sciences Center and Clinical Simulation Center in 2004. As a partner with community, education, and business interests in the Texas Bioscience Institute, Temple College took a leadership role in developing the Texas Bioscience Institute, an innovative educational model involving area high schools, colleges and universities to bring new educational opportunities to Central Texas citizens. Texas Bioscience Institute opened in 2006.

With an enrollment of more than 5,200 students, 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. Small class size makes possible a close personal relationship between students and their instructors.

Temple College is located in Temple, Texas, a city of approximately 58,000 in the heart of Texas. Temple is recognized as a medical, education and research center. Within its boundaries are Scott and White Hospital and Clinics, King's Daughters Hospital and Clinic, Central Texas Veterans' Health Care System, Texas A&M College of Medicine, and USDA/Texas A&M University Blackland Research Center.

Temple is 125 miles from Dallas and Fort Worth, 60 miles from Austin, 140 miles from San Antonio, and 165 miles from Houston. It is, therefore, well located with reference to commercial, cultural, and political centers of Texas and the Southwest.

## TEMPLE COLLEGE: YOUR BEST CHOICE

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 technical careers 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 State University - 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 Center 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 to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of (name of member institution). 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](http://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 State University - 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.

**REVERSE TRANSFER**

If a student transfers from Temple College, before completing their associates degree to another College/University and has earned at least 32 credits or more of their appropriate coursework at Temple College, Temple College will reverse transfer courses completed from the College/University back into their associates degree program at Temple College and award an associate's degree if graduation requirements are met.

**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, Vice President of Academic and Community Initiatives, Division Director of Community Services & Business Training, 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
- TUITION AND FEES
- FINANCIAL AID
- ACADEMIC ADVISING
- 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 SUCCESS INITIATIVE (TSI)**

The Texas State Education Code requires that all students who enter public institutions of higher education in the fall of 2003 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 level two-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 regarding possible exemptions or waivers to the testing requirement.

**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

**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 or 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 must have 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 Dual Credit/Early Admission:** Students in nontraditional programs who seek Dual Credit/Early Admission enrollment in Temple College must have completed the equivalent of their sophomore year in high school and meet the following conditions:
  1. High school students who enroll in Dual Credit enrollment or early admission classes must take the assessment test or meet exemption criteria prior to enrolling in any college level courses. These students must pass the section(s) related to the course(s) in which they intend to enroll.
  2. Initially, all students eligible for concurrent enrollment must submit a general admission application, a new Dual Credit/Early Admission enrollment application, a residency form, and a high school transcript. Prior to enrolling in any consecutive semester, a Dual Credit/Early Admission application must be submitted. Upon graduation from high school, a high school 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. **Dual Credit/Early Admission Enrollment for High School Students:** Open to students who have completed their sophomore year in high school and have passed the 10<sup>th</sup> TAKS. Students must meet the testing requirements listed in the following paragraphs.
  1. High school students who enroll in Dual Credit enrollment or early admission classes must take the TSI assessment test or meet exemption criteria prior to enrolling in any college level courses. These students must pass the section(s) related to the course(s) in which they intend to enroll.
  2. High school students eligible for enrollment in a level-one certificate program must have taken all sections of the 10<sup>th</sup> TAKS test.
  3. High school students eligible for enrollment in a level-two certificate program must take the TSI assessment test or meet exemption criteria.
  4. Initially, all high school students eligible for Dual Credit/Early Admission enrollment must submit a general admission application, a Dual Credit/Early Admission registration form and a current official high school transcript showing all work completed and the TAKS scores. Prior to enrolling in any consecutive semester, a new Dual Credit/Early Admission registration form 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.
  5. 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 High School Diploma or a GED examination. Students must provide evidence that they can successfully complete college work, students must take an assessment test to provide evidence that they can successfully complete college work.

#### **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.

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 Advising Center 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 regionally 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. No other credential agency will be accepted.

Students seeking exemption from the Texas Success Initiative should contact the Temple College Testing Center. 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. Students who do not submit all official transcripts will not be allowed to enroll into a consecutive semester.

#### **Transfer Student: Non-Degree/Certificate Seeking**

1. To be admitted under non-degree/non-certificate status, an applicant must complete these requirements:
  - 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 the last college or university attended. If the student becomes degree seeking all transcripts will be required. If student is seeking exemption from the Texas Success Initiative, contact the Temple College Testing Center. Casual students, students who desire to enroll in courses for personal enrichment or job skill training, are not required to take an assessment test unless they subsequently choose to seek a degree or a level two certificate. Casual students must declare their educational intent as a non-degree seeking at the beginning of each enrolled term. Casual students are limited to two courses each semester.

- 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 Success Initiative.

**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:

- Legal immigrant. Submit a copy of I-551, then meet same admission requirements as U.S. Citizen.
- Refugee. Submit copy of Immigrant I-94 indicating Refugee Visa, then meet same admission requirements as U.S. citizen.
- Non-immigrant Alien. The following requirements apply to all applicants holding visa category A-M issued by Citizenship and Immigration Service and to all non-citizen applicants who do not qualify for admission as immigrant or refugee:
  - Submit an application for admission at least 60 days prior to the first class day for the semester in which the student is seeking admission.
  - 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.
  - Test of English as a Foreign Language (TOEFL). An applicant whose native language is other than English must score 500 or above on the written TOEFL test or 198 on the computerized or online TOEFL test 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
  - 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.
  - 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.
  - All required documentation must be on file in the International Advisor 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.
  - 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 TOEFL scores (if required), a letter from the previously attended college stating good academic status and that the student is in good standing with CIS, 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.
  - 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. International students must be in-status with Department of Homeland Security to be considered for admission as transfer students.

**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 State test assessment status or test 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 remain 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 residency 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, 51.931. 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.

**Requesting a Temple College Transcript**

A student may request up to 5 official transcripts per calendar year for no charge. The calendar year is considered to be September – August. After the 5<sup>th</sup> request for an official transcript the cost will be \$5.00 per official transcript.

To request an official transcript please see Admissions and Records or download the form at [www.templejc.edu](http://www.templejc.edu) click on admissions and records.

Please note: Any student that has a hold in our system will not be able to view grades, receive refund checks, enroll for a consecutive semester, or receive transcripts. These holds include but are not limited to:

- Incomplete application
- Missing information from application
- Missing official transcripts from other schools
- Disciplinary action
- Temple College unpaid tickets
- Unreturned Library books
- Unpaid tuition
- Return of funds for Financial Aid
- Unreturned materials to Student Support
- Default on Institutional Short term Loans
- Default on Federal Student Loans\*

\*The student must meet the lenders arrangements and must provide proof to Temple College that the student(s) has/have made 6 consecutive monthly payments.

## 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, money order, Visa, MasterCard, Discover Card, American Express, or installment plan. For details on the installment plan, please see "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\*\*

Please check online for tuition due dates for each semester. The college does not mail tuition statements.

SEM HR	IN-DISTRICT	OUT-OF-DISTRICT RESIDENT	NON-RESIDENT RESIDENT OF TEXAS
1	\$75	\$120	\$310
2	\$150	\$240	\$420
3	\$225	\$360	\$570
4	\$300	\$480	\$760
5	\$375	\$600	\$950
6	\$450	\$720	\$1140
7	\$525	\$840	\$1330
8	\$600	\$960	\$1520
9	\$675	\$1080	\$1710
10	\$750	\$1200	\$1900
11	\$825	\$1320	\$2090
12	\$900	\$1440	\$2280
13	\$975	\$1560	\$2470
14	\$1050	\$1680	\$2660
15	\$1125	\$1800	\$2850
16	\$1200	\$1920	\$3040
17	\$1275	\$2040	\$3230
18	\$1350	\$2160	\$3420

\*Health Science classes require an additional \$15 tuition charge per semester hour. Dual Credit classes are eligible to receive a \$20 per semester hour discount. A student may be subject to one or both of the special conditions listed above.

\*\*Certain classes have additional lab fees. See individual course descriptions for specifics on lab fees.

### \* \* NOTICE \* \*

As of the date of printing for this catalog, the Texas State Legislature is in session and may pass legislation that will impact a student's cost of attendance at Temple College.

#### LABORATORY FEES ---- SEE COURSE DESCRIPTIONS

#### OTHER FEES PAID AT REGISTRATION (All special fees are subject to change)

Special Fees:

Assessment Test Fee – ADN and VN .....	\$45
Auditing charge per class (in addition to tuition and other fees).....	\$15
Bowling Fee.....	\$60

Developmental Math License Fee.....	\$80
Exit Exam Fee – ADN, VN, and Surgical Technology .....	\$40
Internet Fee.....	\$35 per semester hour
Hybrid Fee.....	\$35 per semester hour
Late Registration .....	\$5 per hour
Liability Insurance (Rate set by company) .....	Approximately \$20 to \$75
Music: Individualized Instruction	
2-hour courses.....	\$120
1-hour courses.....	\$60
Repeat Fee (Third or more times to repeat same course) .....	\$55 per credit hour
Respiratory Care DataArc Database Clinical Tracking Software Fee .....	\$60
Simulation Fee (varies with course) .....	\$30 to \$64
Surgical Technology Sterile Supply Fee (Temple students only) .....	\$150
Telecourse Fee .....	\$25 per course
(ARTS 1316 and PHYS 1311)	
VCT Fee .....	\$35 per semester hour

**CHARGES FOR PARTICULAR SERVICES OR ACTIVITIES**

Parking and traffic violations .....	\$10/\$15 each
Returned checks regardless of reason.....	Maximum Fee Allowed by State Law
Fax Service (Local) .....	\$1 for first page \$.50 each additional page
Fax Service (Long Distance) .....	\$2 for first page \$.50 each additional page
Late Graduation .....	\$30
ID Card Replacement.....	\$5
Property Damage .....	Replacement Cost
Student Directory .....	\$100
Transcript Fee, after 5th transcript/term.....	\$5/transcript
Tuition and Fee Installment Plan Set-Up Fee.....	\$30
Short Term Loan Set-Up Fee .....	\$10
Installment Plan Late Fee (each payment).....	\$25
Short Tem Loan Late Fee .....	\$30

**Testing Center Service Charges:**

CLEP Test .....	Test fees set by CEEB TC Administrative Fee \$15
Freshman College Composition Writing Sample .....	\$10
Correspondence, Distance Learning, Online, Internet, and VCT Tests (students never enrolled at Temple College) .....	\$20
(former students) .....	\$10
(current students) .....	No Fee
DSST Test.....	Test fees set by Thomson Prometric Temple College - \$15
THEA .....	NES - \$29 Temple College - \$15
ACCUPLACER Test .....	\$30 Retest - \$15
Institutional Credit Examination.....	Equivalent of tuition and fees for course attempted
Pre-Testing Fees (Non-Refundable): (Payment by cash, money order, or credit card only)	
Dental Hygiene .....	\$35
Diagnostic Medical Sonography.....	\$35
Nursing – ADN and VN Admissions Test.....	\$35
Respiratory Care Admissions Test.....	\$35
Surgical Technology Admissions Test .....	\$35

**TUITION AND FEE INSTALLMENT PLAN**

A student may pay for tuition and mandatory fees for regular fall, spring, and summer semesters by one of two methods: (1) full payment or (2) installment. The installment plan is an online service administered by Nelnet Business Solutions (formerly FACTS Tuition Management Company). Once a payment plan has been chosen, it may not be changed. The number of installments will depend on the date the agreement is completed and submitted online to Nelnet (FACTS). For the regular fall and spring semesters, one-half payment of tuition and fees plus the \$30 service fee must be paid 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. For the regular summer term, one-half payment of tuition and fees plus the \$30 service fee must be paid before the beginning of the semester and the final one-half payment prior to the start of the fifth class week. The installment payment plan for tuition and fees may be used for the initial registration at the beginning of the regular fall, spring, and summer semesters. Installments may not be used for registration for shorter/longer periods.

**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:

- Will have a hold placed on their records.
- Will be prohibited from registering for classes.
- Will still be responsible for the full amount due under the contract.
- Will not receive grades, awards, diplomas, and records, including but not limited to transcripts, to which they would otherwise be entitled.
- May be denied credit for the work done that semester.
- Will be responsible for collection of 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.

## REFUNDS

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

### Fall and Spring Semesters 16-Week Courses

Prior to the first class day .....	100%
For class days 1 to 15 (inclusive) .....	70%
For class days 16 to 20 (inclusive) .....	25%
After the 20th day of classes.....	NO REFUND

### Summer Term

Prior to the first class day .....	100%
For class days 1 to 5 (inclusive) .....	70%
For class day 6 (inclusive) .....	25%
After the 6th day of classes.....	NO REFUND

### OTHER TERMS

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

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

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

### SERVICEMEMBERS OPPORTUNITY COLLEGE

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

## FINANCIAL AID

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

### FINANCIAL AID DEADLINES

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

Fall Semester - June 1

Spring Semester - November 1

Summer Semester - April 1

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

### STUDENT EMPLOYMENT ON CAMPUS

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

### STUDENT EMPLOYMENT OFF-CAMPUS

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

### STUDENT GRANTS

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

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

### TEMPLE COLLEGE RETURN TO TITLE IV POLICY

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

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

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

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

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

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

The College shall allow 45 days for the student to make this repayment. If repayment is not made within this time frame, the

student shall be reported to the Department of Education and NSLDS as having received an overpayment of Title IV funds. This overpayment will make the student ineligible to receive further Title IV funds at any institution until the repayment is made.

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

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

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

### STUDENT LOANS

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

**Wm. D. Ford Direct Loans:** Students and parents applying for Direct Loans are subject to the general eligibility requirements that apply to all of the Federal Student Aid (FSA) programs.

### DEFAULT STUDENT LOANS

Student(s) that are in default on a federal student loan will be placed on HOLD. The HOLD will prevent students from receiving any records from Temple College. Student(s) records will be released when the student(s) has met the lender arrangements; student(s) will need to request the lender to provide a statement that the student(s) has made a minimum of six consecutive months of on-time voluntary payments.

### REINSTATEMENT OF TITLE IV

If you have default on a loan, you must make satisfactory repayment arrangements and make six consecutive, on-time, full, voluntary monthly payments to the holder of your defaulted loan before you will be eligible for additional federal student aid. After you meet these qualifications, the lender or Texas Guaranteed (TG) will send appropriate notification of Temple College, upon request.

### INSTITUTIONAL SHORT TERM LOANS

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

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

The American Legion Loan fund is available at TC for students who are having difficulty in purchasing books. Preference will be given to students whose financial aid has been approved but not completed.

A need-based, short-term loan has been established by Mrs. Viola Dawns Hunter for Afro-American students. Students must maintain C or above. Only serious students need apply. Loan applies to books only.

See Special Support Services for information on other assistance programs.

**Financial Aid Satisfactory Progress**

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

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

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

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

To make satisfactory academic progress, a student must:

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

**Satisfactory Academic Progress Requirements for Associate Degree Students**

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

Qualitative Standard (Hours Earned and Grade Point Average) for Associate Degree Students  
Satisfactory academic progress will be measured according to the chart below:

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

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

**Quantitative Standard (Maximum Time Frame for Eligibility)**

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

**Grade Point Average for Certificate Students**

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

**Completion Rate for Certificate Students**

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

**Maximum Time Frame**

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

**FINANCIAL AID PROBATION**

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

**FINANCIAL AID SUSPENSION**

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

**REINSTATEMENT OF ELIGIBILITY**

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

**FINANCIAL AID SUSPENSION APPEAL PROCESS****Reasons for Appeal**

A student may file an appeal for the following reasons:

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

**FINANCIAL AID APPEAL DEADLINES**

- Fall 2008 – August 21<sup>st</sup>
- Spring 2009 – January 6<sup>th</sup>
- Summer 2009 – May 27<sup>th</sup>

**Documentation Required for Appeal**

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

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

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

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
- Tennis-Tennis Coach
- Basketball-Basketball Coaches
- Baseball-Baseball Coach
- Softball-Softball Coach
- Volleyball-Volleyball Coach
- Art-Art Department Chairperson

### DONOR SCHOLARSHIPS

An impressive number of local organizations, businesses, and individuals provide scholarships to worthy students. Listed below are those awards. See the Financial Aid webpage 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 **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.

**Weldon G. Cannon Teaching Scholarship** has been established by Dr. Weldon G. Cannon, former Temple College history professor and Ms. Patricia Benoit. Recipients must be enrolled in the Associate of Arts degree in Teaching (AAT) program. They must be a resident of Bell or adjoining counties including: Milam, Williamson, Falls, McLennan, Coryell, Lampasas, and Burnet. A 3.0 GPA is required.

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 an athletic student.

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.

The **Douglas Ferrill Scholarship** shall be awarded to a student who has demonstrated an interest in math, engineering, or teaching.

The **Marjorie Ferrill Scholarship**, in honor of Douglas Ferrill's present wife, Marjorie Ferrill, shall be awarded to a student deserving of such assistance.

The **Ruth Ferrill Scholarship**, in honor of Douglas Ferrill's late wife, Ruth Ferrill, shall be awarded to a graduate of Temple High School who has demonstrated an interest in teaching or business.

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 **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 state assessment 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 **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 **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.

**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 on the Financial Aid web site.

**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 \$800 per year. Students must be entering freshmen and must be from the community in which a JELD-WEN facility is located.

**Eva Marie and Jim Trantum 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.

An endowed scholarship has been established in the name of **Nadine Kinchen Benoit**, who was a registered nurse. Students must be in the ADN Program, resident of Bell County, and maintain 3.0 GPA.

The **Hubert L. "Pinky" and Waldean D. Linder Endowed Scholarship** is awarded to students who have financial need and who show promise. Mr. and Mrs. Linder did not have any children of their own and because of their love for children; they wished to help young people to further their education.

The **Callaway Foundation Scholarship** has been established in memory of J.L. and Bonnelle Callaway. Scholarships are awarded through C.H. Yoe High School.

The **Martin Group Nursing Scholarships** were established by the Dell Martin Family. Students must be enrolled in the ADN Nursing Program, show verifiable financial need, and maintain at least a 2.0 GPA. Scholarships are in the amount of \$1500 per student per year. Selection is made by the Temple College Financial Aid Committee and/or the Nursing Department.

An endowed scholarship has been established in the name of **KIWANIS CLUB OF TEMPLE Project Foundation, Inc.** to provide scholarships for Temple College students and those eligible to attend Temple College. Students must be enrolled full time (12 hours). Preference will be given to students enrolled in educational entities within the borders of the City of Temple (to include Temple High School, Private Schools, Home Schools, etc.) Application should follow the same procedures as established for other scholarships awarded through the Financial Aid Office.

The **Rose Brasher Lindley Endowed Scholarship** has been established by her niece, Rose Anne Brasher. Criteria for the scholarships are student(s) must be enrolled in the Associate of Arts Degree program, must maintain a 2.5 gpa with no failing grades, enrolled full time (12 hours) and have earned a high school diploma. Application should follow the same procedures as established for other scholarships awarded through the Financial Aid Office. Applicant(s) is required to submit an essay with no more than 250 words on why they desire to attend college and why, other than financial reasons, and why they chose Temple College.

The **Travis Edward Ramsey Endowed Scholarship** has been established in memory of Travis Edward Ramsey. The scholarship is limited to student(s) who are either in the Surgical Technology program or the ADN program with a preference given to Surgical Technology Majors. The recipient must maintain a 2.5 gpa. Applicant must submit a short essay 50 to 150 word describing their beliefs on how they can contribute to surgical patient care.

The **William J. Matush Endowed Scholarship** has been established in memory of his parents, Frank and Janie Matush. Criteria for the scholarship includes applicant must be of Czech heritage (descendents of Czech families, partial Czech heritage is acceptable), applicant(s) must be enrolled in an Associates degree program, must enroll full time (12 hours) and recipients must meet the minimum gpa required for graduation (2.0 gpa).

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

ABWA CHISHOLM TRAIL	RALPH WILSON PLASTIC
ADN NURSING SCHOLARSHIP	ROGERS PTO
BELTON HIGH SCHOOL	ROSEBUD-LOTT BOOSTER CLUB
BELTON ROTARY CLUB	RUBY ARNETT SCHOLARSHIP
BOLDING HISPANIC SCHOLARSHIP	S.P.J.S.T.
BUCKHOLTS BOOSTER CLUB	SALADO ISD
BUCKHOLTS LIONS CLUB	SCOTT AND WHITE LVN TRAINING
CAMERON ARTS AND SERVICES	SOUTHWESTERN BELL
CAMERON ROTARY	TEMPLE AMATEUR RADIO
CAMERON VFW	TEMPLE BELL RETIRED TEACHERS
CHICK-FIL-A	TEMPLE COLLEGE FOUNDATION
CITIZENS SCHOLARSHIP FOUNDATION	TEMPLE EDUCATION FOUNDATION
CREAL/KENNEDY NURSING	TEMPLE HIGH SCHOOL OFFICE EDUCATION
EBONY CULTURE SOCIETY	ASSOCIATION
ELK LODGE/ORDER OF DOES	TEMPLE HIGH SCHOOL PTO
FORT HOOD MILITARY FAMILY	TEMPLE HOUSING AUTHORITY
FOUNDATION OF BOWLING	TEMPLE SOUTH ROTARY
ANGELICA GANDARA SCHOLARSHIP	TEMPLE SUNRISE ROTARY CLUB
G. L. POWELL	TEMPLE VA WOMEN'S CLUB
H. E. B. GROCERY SCHOLARSHIPS	TEMPLE WILDCAT CADDIE
HERO SCHOLARSHIP	TISD FOOD SERVICE ASSOCIATION
HISPANIC SAMARITAN	TISD MINORITY SCHOLARSHIP
HISPANIC LEADERSHIP COUNCIL	TROY EX-STUDENTS
HUGG TRUST FUND	TROY PTA
JARRELL INDEPENDENT SCHOOL	WAL MART FOUNDATION
KING'S DAUGHTERS NURSING	YOEMAN BAND BOOSTER
KNIGHTS OF COLUMBUS	YOEMAN BOOSTER CLUB
LADIES BELL POST-VFW 1820	
NAACP	
JANET PERRY SCHOLARSHIP	
PROJECT GRADUATION	

## VETERANS' BENEFITS

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

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

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

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

### VETERANS' SATISFACTORY PROGRESS

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

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

### SATISFACTORY PROGRESS CRITERIA

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

### VA ACADEMIC PROBATION

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

### VA ACADEMIC SUSPENSION

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

### REINSTATEMENT OF ELIGIBILITY

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

### VA SUSPENSION APPEAL PROCESS

Reasons for Appeal:

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

**Documentation Required for Appeal:**

- Documentation such as that listed below is required, must document the claim being made, and originate from a verifiable source;
- Verification from a doctor, copy of, death certificate, or other verifiable documentation that substantiates the student's claim.
- Letters from instructors, counselors, or others to support the appeal request.

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

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

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

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

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

**VETERANS ATTENDING TEMPLE COLLEGE UNDER THE HAZELWOOD ACT**

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

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

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

The applicant shall not be eligible under this application:

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

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

## ACADEMIC ADVISING AND CAREER PLANNING SERVICES

### ACADEMIC ADVISING

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

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

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

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

### CAREER COUNSELING

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

### COLLEGE SUCCESS SEMINAR

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

### SELF-HELP MATERIALS

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

### CONFIDENTIALITY

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

### COST

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

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

### STUDENT RESPONSIBILITY

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

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

## STUDENT SERVICES

### STUDENT SERVICES

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

#### Student Accommodation Services (Formerly Disability Services)

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

Accommodations may include, but are not limited to:

- Note takers
- Interpreters
- Tutoring
- Advising and academic counseling, assessments and referrals for personal counseling
- Special testing arrangements

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

### TUTORING

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

### FINANCIAL ASSISTANCE

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

## TRIO PROGRAMS

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

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

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

**CENTER FOR EDUCATIONAL ADVANCEMENT**

The Center for Educational Advancement is located in the Instructional Services Center (ISC Building; Rooms 150-153). It was established specifically for TRIO Program participants at Temple College. The Center houses the advising and counseling offices as well as the tutoring and learning lab facilities available for use by TRIO students. Information about the TRIO Program at Temple College is available at the Center via phone (254-298-8376) or the Internet ([www.trio.templejc.edu](http://www.trio.templejc.edu)).

**SERVICES OFFERED TO TRIO PARTICIPANTS**

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

**ACADEMIC ADVISING AND REGISTRATION**

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

**COUNSELING**

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

**TUTORING**

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

**LEARNING LAB**

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

**STUDY SKILLS INSTRUCTION**

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

**SPECIAL WORKSHOPS AND FIELD TRIPS**

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

**FINANCIAL ASSISTANCE**

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

## COMMUNITY SERVICES

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

### VOCATIONAL REHABILITATION

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

### WORKFORCE INVESTMENT ACT (WIA)

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

## TEXAS BIOSCIENCE INSTITUTE

The Texas Bioscience Institute offers programs to promote a skilled and knowledgeable biotechnology workforce in Central Texas. Texas Bioscience Institute programs serve high school students, transitioning military personnel, military dependents, displaced workers, and other associate or bachelor degree seeking students.

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

### Middle College Dual Credit Program

This component of the Texas Bioscience Institute allows high school juniors and seniors to focus their study in math, science, and biotechnology and earn up to two years of college credit. This program makes college more accessible and affordable and provides strong student support.

### Associate of Applied Science in Biotechnology

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

### Certificates

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

### Apprenticeships

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

### University Partnerships and Corporate Training

The Texas Bioscience Institute is continually developing university partnerships and corporate training opportunities for students to go beyond the course of study at the associate level. An effort to establish affiliation agreements which allow students to seamlessly transition from the associate to the bachelor level for biotechnology majors at Texas Bioscience Institute and many other programs at Temple College is ongoing.

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

## TESTING

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

### REQUIRED TESTING

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

### AMERICAN COLLEGE TESTING PROGRAM

Temple College is a designated national test center for the American College Testing Program (ACT). ACT Tests are administered in February, April, June, October and December. Check with the Testing Center for exact dates and for registration packets or go online to [www.actstudents.org](http://www.actstudents.org).

### COLLEGE CREDIT BY EXAMINATION

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

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

### Credit by Examination Policy

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

### College Board Advanced Placement Program (AP)

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

### International Baccalaureate (IB)

The International Baccalaureate (IB) curricula and corresponding examinations are now being offered worldwide to highly motivated students who are enrolled in courses that are affiliated with the IB Program. For information on the IB program, contact your local high school counselor or International Baccalaureate North America, 200 Madison Avenue, New York, NY 10016 or call (212) 696-4464.

**College Level Examination Program (CLEP):** 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](http://www.CLEP.com/CLEP).

**Policies and Procedures:**

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

**Defense Activity for Nontraditional Education Support (DANTES)**

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

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

**Institutional Examinations**

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

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. If the examination requires a lab, arrangements must be made with the Department Chair to administer and score that portion of the examination. Students meeting minimum score standards on Institutional Examinations will receive credit for the course on their transcripts. Registration for Institutional Exam is completed in the Testing Center. Fee for Institutional Exams is the equivalent of the tuition and fees for the course attempted.

## REGISTRATION

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

### STUDENT RECORDS

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

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

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

### STUDENT RESPONSIBILITIES

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

### NAME CHANGES

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

### CHANGES OF SCHEDULE AND WITHDRAWALS

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

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

Withdrawals: Students who withdraw from courses (drop) prior to the official census dates will not appear on the official class rolls for the courses, nor will the courses show on their permanent records. Withdrawals after the add/drop periods described above require the proper approvals and must be initiated in the Advising Center. A student must officially withdraw from a course to receive a W grade. A student not officially withdrawn from a class could receive a grade of "F". It is the student's responsibility to withdraw from classes. Withdrawals after the official census dates will be handled according to the following rules:

#### Fall and Spring Semesters (16 Weeks)

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

**Summer Semester (6 Week Session)**

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

**Summer Semester (8 Week Session)**

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

**Summer Semester (12 Week Session)**

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

\*\* Students may receive "I" grades in cases of medical emergencies or some other highly unusual circumstances. This will be determined by your professor.

**NEW 6 DROP RULE POLICY**

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

- Senate Bill 1231 provides that a student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education."
- This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.
- Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."
- The following classes are EXEMPT from the 6 drop rule:
  1. Classes taken by students while in high school (dual credit, middle college and/or early college).
  2. Third repeat courses (student is taking the class for the third time).
  3. Developmental Classes
- Students must contact the Advising Center for more information before dropping a course.
- All course drops/withdrawals initiated by a student will be processed by the Advising Center.
- Some exceptions for good cause could allow a student to drop a course without having it counted toward this limit, but IT IS THE RESPONSIBILITY OF THE STUDENT TO ESTABLISH THAT GOOD CAUSE AND PROVIDE ANY REQUIRED DOCUMENTATION in order to earn the status of exception.
- Advisors will have the discretion regarding the need for documentation of a drop.
- Exceptions for good cause include, but are not limited to the following:
  1. Family Emergency (FAM)
  2. Work related (WORK)
  3. Disciplinary action (DISC)
  4. Active duty military (MIL)
  5. Medical Emergency (MED)
  6. Deceased (DCSD)
  7. Not on State Report (S)
  8. Failure to thrive (F2TH)
  9. Administrative correction (ADCOR)
  10. Other (O)
- Additional codes already exist which are not exceptions include:
  1. Administrative change (ADMIN)
  2. Non-payment (N)
  3. On Academic Suspension (SUSP)
  4. Reinstatement (REIN)

Procedures for implementation of this statute have been developed and will be published in the 2009 catalog and Student Handbook, which can be found at the TC website of: [www.templejc.edu](http://www.templejc.edu) (under the Catalog button and Student Services button.)

**TRANSFER OF CREDITS**

Since Temple College is fully accredited, all its semester hour credits except in certain developmental, preparatory and vocational-technical courses will transfer to other colleges. The Temple College core curriculum is fully transferable to

any public college or university in Texas, and is guaranteed by the Texas State Legislature to meet all lower division core requirements of the receiving institution, up to a total of 42 semester hours. Colleges do not lower transferred grades; grades are filed just as they are received. For degree purposes or for determining scholastic standing, however, grades earned at other institutions are frequently not averaged with work done at the receiving college or university.

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

### RESOLUTION OF TRANSFER DISPUTES

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

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

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

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

Temple College Three-peat Rule Policy:

This legislation was passed by the State of Texas to discourage students from repeating courses in an excess of three times. With only Limited exceptions, Texas-Resident undergraduate students who attempt a course with the same content for a third or more times will be charged a premium tuition rate-an additional \$55.00 per semester credit hour over the Texas Resident rate-for those credit hours. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, & 13.25).

Some courses are designed for repeated enrollment, such as:

- Courses that may be repeated for credit because they involve different or more advanced courses content each time they are taken including but not limited to, individual music lessons, workforce education course, theatre practicum, music performance, ensembles, and certain physical education courses. Independent study courses.
- Developmental education coursework taken for a third or more times if the coursework is within the 18-limit at general academic institutions.

These courses are thereby exempt from the three-part rule.

Attempted hours are calculated for courses in which a student is enrolled on Census day. If a student drops the course before census day the hours will not count toward the three-peat. Census day dates are located under calendar in this catalog

## ACADEMIC HONORS AND STANDARDS

### PRESIDENT'S HONOR LIST

A student must be taking at least nine (9) 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 HONOR LIST

A student must be taking at least nine (9) 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.

### ACADEMIC STANDARDS

Temple College has adopted academic standards for continued enrollment and graduation which require students to achieve an overall 2.0 grade point average in order to be eligible for graduation. However, in recognition of the fact that academic success is a learned behavior that occurs over time, Temple College has established the following academic standards which determine if satisfactory academic progress is being made.

Cumulative Semester Hours Attempted	Cumulative Grade Point Average (GPA)
1 – 6	1.00
7 – 12	1.25
13 – 18	1.50
19 - 30	1.75
31 - 42	1.90
42 and above	2.00

### SCHOLASTIC PROBATION

Students who fail to meet either the semester GPA standard or the cumulative GPA standard or both will 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: For past semesters, first 6-week term and second 6-week term were 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. 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. No student with an academic record reflecting three or more scholastic suspensions may be re-admitted to the college without the recommendation of the Division Director of Student and Enrollment Services and the approval of the Vice President of Educational Services.

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 office of the Division Director for Student and Enrollment 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 and eight 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 1311 is taken before General Chemistry II CHEM 1312.

Developmental courses not designed for college credit or transfer have a 0 (zero) as the first digit. Courses that are included in a certificate or an Associate of Applied Science degree are technical (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 semester is composed of one eight-week session. Classes meet four days a week, Monday through Thursday. A full-time student is one who carries 6 or more semester hours of work during the term. Permission must be obtained from an advisor to enroll in more than 8 hours during the eight-week summer session.

### 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 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 up to X (up to 6) credit hours for X (Fall, Spring, and/or Summer) semesters. 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**

Regular and punctual class attendance is expected at Temple College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen week semester and may result in the receipt of a failing grade or involuntary withdrawal from the course.

Faculty members will discuss the attendance policy at the beginning of each semester and maintain an official record of attendance for each course primarily to remain in compliance with federal financial aid regulations and requirements. At the discretion of the instructor or as may be required by THECB (Texas Higher Education Coordinating Board) policy and law, the attendance policy for certain courses may be more stringent than the general policy. Students are responsible for reviewing the first day handout for each class and for knowing the attendance requirements. Class rosters will be certified at 60% of the semester by all instructors, and students not in attendance will be dropped.

Further, the college empowers individual faculty members to effect the withdrawal of a student from any course in which he/she has failed to meet attendance expectations. Faculty members are encouraged, but not required, to notify students in jeopardy of being withdrawn from a course. However, since attendance is absolutely the responsibility of the student, such notification is a courtesy, not a requirement. Administrative withdrawal for excessive absence is the prerogative of the faculty member and, as such, students are encouraged to contact their teachers and/or the Admissions Office to confirm enrollment status.

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 nine grades: A (Excellent), B (Good), C (Fair), D (Pass), F (Failure), W (Withdrawal), X (work continuing), XF (Failure due to academic dishonesty), and I (Incomplete). The grades of X, W and I are not counted as hours attempted in computing the student's grade point average. A "W" grade is given for an instructor-or student-initiated course withdrawal through the 12th week of the sixteen-week semester. During the summer semester, a W is given through the 4th week for the 6-week session, the 6th week for the 8-week session and the 9th week for the 12-week session.

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 calendar days of the first class day of the subsequent term will become an "F". An extension beyond this time frame may only be granted in 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 calendar 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 in which the incomplete was cleared. This policy does not relieve students from meeting course prerequisites.

Any student that has a hold in our system will not be able to view grades, receive refund checks, request transcripts or enroll for a consecutive semester. These holds include by are not limited to:

Incomplete application  
 Missing information  
 Missing official transcripts  
 Disciplinary action  
 Temple College unpaid tickets  
 Unreturned Library books  
 Unpaid tuition  
 Return in funds for Financial Aid  
 Unreturned materials to Student Support  
 Default on Institutional short term loans  
 Default on Federal Student Loans\*

\*Must meet the lender arrangements and must provide proof to Temple College that student(s) has/have made 6 consecutive monthly payments.

### Temple College Change of Grade Policy

Grades are subject to change under the following conditions:

**INCOMPLETES:** A grade of incomplete "I" will be changed to a letter grade. If a grade of "I" is not changed within 30 calendar days into the next semester a grade of "F" will be assigned unless the instructor notifies the Director/Associate Director of Admissions and Records in writing prior to the deadline.

**ERRORS:** A grade calculated or recorded erroneously may be changed by the instructor to the grade actually earned.

**DISPUTES:** A disputed grade may be changed if the student appeals the grade given within 1 academic year from the term the grade was earned.

### Grade Change Policy:

A change of grade will be accepted by the Director/Associate Director of Admissions and Records only if properly submitted by the Instructor. Grade Changes will be accepted up to one calendar year from the original term of enrollment for the course.

### Student Grade Appeal Procedure:

A student who wishes to question a grade must discuss the matter first with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic term after receiving the grade.

If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Department Chair, within one week of speaking with the instructor. If the matter remains unresolved after step two, the student will submit a written request within one week to the Division Director. If the matter remains unresolved after step three, the student will submit a written request within one week to the Vice President of Educational Services.

### 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 GPA 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. From Fall 2002 to Summer 2005, developmental hours were not included in the semester GPA calculation. Beginning with the Fall 2005 semester, developmental hours will be included in the semester GPA calculation.

### REPEATING OF COURSES

Beginning with the Fall 2005 semester, a student who wishes to repeat a course will only be allowed to repeat a course one time. If a student needs to repeat a college credit course for a second time (third attempt), the student must receive approval from an advisor. An additional fee will be charged for repeating the same course more than twice. 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) 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 officially recognized by Temple College although the particular groups may not currently be active. The degree of activity varies with the interest expressed by the student body during a school year. If you are interested in a group that is not currently active, please see the Director of Student Life and Community Outreach, for more information.

**CLUBS****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. Membership is restricted to those students enrolled in the Temple College 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. Membership is restricted to those students enrolled in the Temple College Surgical Technology program.

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

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.

**Association of Mexican American Students (AMAS) (was SOLAC)**

The purpose of this organization is to cultivate a better understanding of the Latin-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 Latin-Americans to continue their education. Membership is open to all students officially enrolled at Temple College and those specifically interested in the Latin-American culture.

**African American Students Association (AASA)**

This organization sponsors programs and educational activities of Black-American culture to enhance the overall race relations program at Temple College. Membership is open to all Temple College students.

**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.

**Temple College Democrats**

The purpose of this club is to support and promote ideas of the National Democratic Party, recognizing the humanitarian concern for the equal rights and opportunities of all people as a primary concern of government. This club is open to any student of Temple College.

**Temple College Republicans**

The purpose of this organization is to assist in the election of Republican nominees to office and to simulate interest in politics and public affairs. This club is open to any student of Temple College.

**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.

**Philosophy Club**

This organization is for students who want to explore and clarify issues of the truth, value, and morals. The Philosophy Club is for students with an inquiring mind and a passion for knowledge. This club is open to all Temple College students.

**Langston Hughes**

This organization has been established to initiate, sponsor, and encourage publication, conferences, programs and projects celebrating the life, works and legacy of Langston Hughes. This organization is open to all Temple College students.

**HONOR SOCIETIES****Phi Theta Kappa (PTK)**

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 (BSM)**

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.

**STUDENT AFFAIRS****Student Government Association (SGA)**

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.

**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. If interested, contact the Division of Fine Arts, (254) 298-8555.

**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. If interested, contact the Division of Fine Arts, (254) 298-8555.

**STUDENT HOUSING****University Courtyard Apartments**

On-campus housing is available 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**

Affordable, on-campus housing is available 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, (254) 773-2009.

### **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 also 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. College representatives will call modes of dress deemed inappropriate to the attention of the offending student.

#### **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" found in the Student Handbook.

#### **LIBRARY**

The H. M. Dawson Library has a collection of over 55,000 books, nearly 400 current periodical subscriptions and thousands of audiovisual items, including videos, compact discs, microfiche and film. The library's online catalog provides access to Temple College's collection as well as access to over 45,000 electronic books in netLibrary.

Temple College belongs to TexShare, a statewide system which allows reciprocal borrowing privileges to current students, faculty and staff at all participating college and university libraries in Texas. Through TexShare Temple College students have access to over 50 content and periodical databases many of which display the full-text of the original journal or book. Materials not owned by Temple College or unavailable through the online databases may be ordered through interlibrary loan for little or no cost.

Facilities of the H. M. Dawson Library include study carrels and tables, small group conference rooms, audiovisual viewing and listening areas and a computer lab where students can do research, access the Internet, type research papers and complete assignments.

The library staff provides reference assistance and instruction in the use of the library and its online resources.

## DISTANCE EDUCATION

Distance Education courses afford students the opportunity to continue attending college courses even with busy lifestyles. There are no limits to the total number of credits that may be earned via distance education courses. Many students attend a combination of online, hybrid, and on-campus classes while others choose to attend all online courses. Course standards, college credit, and transferability are the same as for courses offered on campus. Students have the same rights, privileges, and obligations as on-campus students. Online and hybrid courses are transcribed the same as on-campus courses. These courses are NOT marked as online or hybrid on your transcript.

### INTERNET (ONLINE) COURSES

Online courses are courses that are completed entirely over the Internet. To take a course through the Internet, students will need access to a computer and a connection to the Internet. Students can use any of the computers in the open computer labs or the library to complete their course work. Class notes, assignments, and discussions are sent and returned through the computer. Students may need to come on campus for 1 - 3 proctored exams as determined by the course instructor. An online course may require certain minimum hardware and software configurations on a student's machine. Those requirements are the responsibility of the student.

### HYBRID COURSES

Hybrid courses are courses where a majority of the course is taught over the Internet, while the remaining portion of the course meets on campus. The requirement for the number of on campus sessions is determined by the course instructor. As with online courses, students will need access to a computer and a connection to the Internet. Students can use any of the computers in the open computer labs or the library to complete their course work. A hybrid course may require certain minimum hardware and software configurations on a student's machine. Those requirements are the responsibility of the student.

### REGISTRATION

The registration process for Distance Education courses is the same as for all other Temple College courses, and Distance Education courses have the same Texas Success Initiative requirements.

### TEXTBOOKS

Textbooks for some distance education courses may differ from textbooks used for on-campus sections of the same course. The Temple College Bookstore stocks all distance education textbooks.

### TESTING

Some online courses may require one to three proctored exams during the semester. Proctored exams may be accomplished in the Testing Center on the Main Campus, may be accomplished at any of our Satellite Centers, or may be accomplished at an off-campus testing site approved by the course instructor. Each instructor determines the need for a proctored exam or exams.

### ORIENTATION SESSIONS

Student Orientation to Online Learning workshops are held usually the week prior to the start of the semester and again the first week of the semester. These workshops are optional, but contain valuable information that can help increase the chance of success in online courses. Individual online course instructors may hold online orientations. Hybrid instructors may hold online or on-campus orientation workshops. Check the Distance Education web site for more information.

### ON-LINE INFORMATION

To see up-to-date information about specific Temple College Distance Education courses, go to the Temple College web site (<http://www.templejc.edu>) and click the "Distance Education" button.

## BUSINESS AND COMMUNITY EDUCATION

### TRAINING INDIVIDUALS, TRANSFORMING ORGANIZATIONS

Business and Community Education is an important component of the total education program at Temple College. As one of the state's community and technical colleges, Temple College is designated by the Texas Legislature as the primary provider of workforce education and training for our Central Texas area. Temple College Business and Community Education:

- partners with local Workforce Board representatives to meet local businesses' demands for trained workers
- creates workforce development strategies that respond to current and future needs of a diverse population
- provides the community with quality training resources that stimulate personal, workforce and economic development.

Temple College Business and Community Education provides workforce skills training in two primary ways: customized training and public classes.

### BUSINESS AND INDUSTRY CUSTOMIZED TRAINING

The Temple College Division of Community Services & Business Training serves as an educational and skills development resource for business and industry in the Central Texas area. In an effort to improve the prosperity of our region, the Division delivers customer-focused training to address the needs of a diverse workforce, leading to improvement in employee performance, productivity and overall organizational effectiveness. Temple College workforce directors meet with individual businesses, work collaboratively to identify specific training needs, develop goals for employee and organizational improvement, and create plans to enhance employees' skills and overall effectiveness. The customized plan includes such features as engaging program design, professional learning materials, qualified instructors, and on-site pre- and post-tests, as well as a schedule that meets the specific needs of the business. The plan is summarized in a written agreement.

### PUBLIC OFFERINGS

In addition to providing customized training for specific organizations, Temple College Business and Community Education offers open-enrollment classes to the general public as another strategy for enhancing the workforce skills of our region. These open-to-the-public classes are designed to give adults an opportunity to keep up with new developments related to their present occupations, to train for new career paths, or to explore activities for personal and professional growth.

Most non-credit courses are open to interested persons without specific admission requirements. Persons who register for and successfully complete these courses are awarded Continuing Education Units (CEU's); normally one CEU is awarded for each ten hours of training. Many courses offered meet the mandatory continuing education requirements for re-licensure and educational advancement in professions.

Temple College Business and Community Education offers courses in a variety of areas. Specific offerings vary depending on current local workforce needs. They may include:

- Information Technology such as computer applications, word processing, spreadsheets, database, Internet, Web Page design, and graphic arts/publication programs
- Leadership Development for those new to a supervisory role as well as for more experienced, mid-to-high level leaders
- Manufacturing occupation specific skills such as welding and machining, and "Lean Manufacturing"
- Healthcare specific skills such as Phlebotomy, Pharmacy Technician, Medical Coding, and CPR
- Spanish and other language skills
- Real Estate
- Human Resources
- Customer Service
- Other professional and personal development opportunities

Most of these classes meet at Temple College Downtown Center or at Temple College Business Training Center. Some are available online or as "blended learning" with portions completed online and other segments in the classroom.

Non-credit concurrent enrollment is also available through Business and Community Education for some technical or business-related classes offered through the credit side of the college. Neither transcripts nor college entrance exams are required. Costs are comparable to the credit class, but students are exempt from exams and grades. Students receive the same level and quality of instruction for the same length as credit classes. This type of enrollment is available in subjects such as business, computer-aided design, and computer information systems. Contact the Division of Community Services & Business Training at the time of registration to enroll in this manner.

Preregistration is required with a minimum enrollment that must be met for a class to be offered. The tuition and fees for many non-credit classes start as low as \$4.00 per class hour, with additional costs for labs, supplies, or insurance. A one hundred percent refund will be given if Temple College cancels the class. Generally, a full refund will also be granted if a student officially withdraws in writing through the Division prior to the second class meeting. Exceptions are for those classes meeting two days or less, or those incurring administrative or material costs. No refunds will be granted after the class has met for the second time.

Contact Business and Community Education for more information.