

TEXAS COLLEGE

2009-2014 CATALOG
(Abbreviated)



2404 N. GRAND AVENUE
TYLER, TEXAS 75702

Dr. Dwight J. Fennell, President

Bishop Ronald M. Cunningham, Presiding Prelate
Christian Methodist Episcopal Church, Eighth Episcopal District/
Chairman, Board of Trustees

Texas College Correspondence Directory
2404 N. Grand Ave, Tyler, TX 75702
P.O. Box 4500, Tyler, TX 75712
903-593-8311
www.texascollege.edu

Academic Affairs

Martin Hall, First Floor, ext. 2243

Admissions

McKinney Hall, ext. 2297
1-800-306-6299

Athletics

Field House, ext. 2253

Business Office

Martin Hall, Second Floor, ext. 2231

Campus Security

Security Booth, ext. 2249

Communications and Public Relations

D.R. Glass Library, Second Floor, ext. 2318

Counseling and Career Services

McKinney Hall, ext. 2285

Evening, Weekend, and External Programs

Willie Lee Glass Community Development Services Center, First Floor 2216, Second Floor, ext. 2240

Financial Aid

McKinney Hall, ext. 2210 or 2278
1-800-306-6299

Registrar's Office

Martin Hall, First Floor, ext. 2251

Student Affairs

Martin Hall, First Floor, ext. 2212

Student Learning Center

D.R. Glass Library, First Floor, 903-593-7199

Success Program

Willie Lee Glass Community Development Services Center, First Floor, ext. 2306 or 2316

Teacher Education

Willie Lee Glass Community Development Services Center, Second Floor, ext. 2309

ACCREDITATION

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Inc. to award Associate and Baccalaureate degrees.

Southern Association of Colleges and Schools Commission on Colleges, Inc.
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone 404-679-4500

APPROVALS

Texas College is listed with and approved by the Texas Education Agency and the Texas Higher Education Coordinating Board to offer certain licensure programs for teacher candidates.

Texas College is approved for the training of veterans as prescribed by the Veterans Administration Office.

AUTHORIZATION

Texas College is authorized by the U.S. Immigrations and Customs Enforcement (ICE) Agency to admit non-immigrant international students.

INSTITUTIONAL MEMBERSHIPS

Texas College is a member institution of the following organizations:

American Association of Collegiate Registrars and Admissions' Officers
Association of Childhood Education International
Central State Football League
Council of Independent Colleges
Independent Colleges and Universities of Texas
National Academic Advising Association
National Association of Deans, Registrars, and Admissions' Officers
National Association of Intercollegiate Athletics
Red River Athletic Conference
Texas Association of Collegiate Registrars and Admissions' Officers
The United Negro College Fund

POLICY ON NON-DISCRIMINATION

Texas College is an equal opportunity/affirmative action educational institution and employer. Students, faculty, and staff members are selected without regard to race, color, creed, physical disability, age, sex, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964 Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 202 of the Americans with Disabilities Act of 1990; and Section 303 of the Age Discrimination Act of 1975.

POLICY ON HARASSMENT

Texas College prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Persons found in violation of the Texas College Sexual Harassment Policy will be subject to disciplinary action which may include written warning, suspension, transfer, demotion, dismissal, and/or arrest by local authorities.

DISCLOSURE OF EDUCATIONAL RECORDS

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student except in the following cases: to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need. Other information about the privacy of student records may be obtained from the Office of the Registrar.

DIRECTORY INFORMATION

Texas College has designated the following items as directory information: student's name, hometown city and state, major field of study, academic classification, degree awarded, previous schools attended, memberships in organizations, activities and sports, weight and height of members of athletic teams, and photograph.

NOTICE ON USE OF CATALOG

The provisions of this catalog do not constitute a contract expressed or implied between Texas College any applicant, student, student's family, faculty or staff member. Texas College reserves the right to withdraw courses at any time, change fees, tuition, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, or any other requirement affecting students without prior notice. Changes become effective at the time so determined and their application may apply to both prospective students and to the currently enrolled students. The College further reserves the right to correct errors that may have occurred in the printing of this document. Familiarity with the catalog, maintaining a satisfactory grade point average, completion of degree program requirements, and satisfying all other requirements for graduation are the responsibilities of each student. Advisors will counsel but the final responsibility remains that of the student.

INSTITUTIONAL OVERVIEW: A LEGACY OF STRENGTH AND EXCELLENCE

Texas College (TC) is a baccalaureate degree-granting, historically black college in its second century of service to Texas and the nation. The College was founded in 1894 by ministers of the Christian Methodist Episcopal (CME) Church and has continuously provided a liberal arts education. This legacy has been accomplished over the years through the financial support of the CME Church along with the many benefactors who believe in the mission of this institution.

Texas College is the oldest institution of higher learning in Tyler, Texas—the largest metropolitan area and the center of education, healthcare, manufacturing, and retail in East Texas. The College is the lifeblood of the North Tyler community. Though environmental changes have occurred in higher education over the years, Texas College has maintained the purpose for which it was founded—affording accessibility to a quality educational opportunity for all.

Eighteen programs of study in the liberal arts and sciences are offered at TC: 16 baccalaureate degree programs and two associate in arts programs. Students can study within one of four major divisions—Business and Social Sciences, Education, General Studies and Humanities, and Natural and Computational Sciences. In addition to traditional academic programs, the College offers specialized programs that meet the needs of non-traditional students: the Success Program, an accelerated adult degree completion program in business administration for adults who desire to obtain their bachelor's degree while fulfilling their work and family obligations; and the post-baccalaureate alternative teacher certification program.

Some of the best teachers in the country received their formal education at TC. Its strong science and social sciences programs ably prepare students seeking professional careers in computer science, medicine, and law. In addition, the business acumen acquired by graduates of the College's business program has led them to productive and highly successful careers in a variety of business arenas. The College is focusing its energies on developing centers of excellence in teacher education; mathematics, science, and technology; and community outreach and service. Wireless Internet connectivity is available throughout the campus and teleconferencing and distance learning facilities are available in the academic buildings and the College Library.

Paramount to its goal of improving access to higher education, Texas College remains resolute in its commitment to the policy of open admissions; therefore, the College provides a comprehensive student learning program that includes early assessment of learning needs, academic advisement, study skills assistance, tutoring, personal guidance, mentoring, and financial assistance.

The Texas College campus of 25 acres is located in the thriving East Texas city of Tyler, the “Rose Capital of the World”, popular for its lakes, woodlands, and azaleas. The College is conveniently located 100 miles east of Dallas, Texas and 90 miles west of Shreveport, Louisiana.

INSTITUTIONAL GOVERNANCE

The College Board of Trustees has ultimate responsibility for the policies, resources, and programs at Texas College. Through its covenant with the Christian Methodist Episcopal Church, the Trustees pledge that Texas College will continue to serve as an instrument for the Church in higher education both by fostering an understanding of the traditions of the Christian Methodist Episcopal Church and by reflecting the values of that tradition in its mode of operation. The Board of Trustees evaluates the general functions of the institution and delegates to the president—the chief executive officer—the overall responsibility for its operation.

TEXAS COLLEGE MISSION STATEMENT

Texas College is a residential and coeducational four-year, liberal arts, historically black college awarding baccalaureate and associate degrees. It was founded in 1894 by a group of ministers interested in offering a quality education to African American youth. Texas College operates under the auspices of the Christian Methodist Episcopal Church. The College has an “open admissions” policy that permits it to serve a broad-based traditional and non-traditional student clientele. Its *mission* is to ensure that graduates experience a balanced intellectual, psycho-social, and spiritual development aimed at making them active and productive members of society. The College pursues academic excellence; instills integrity; implants perseverance; promotes social responsibility; emphasizes tolerance; and encourages community service by its students as essential anchors in fulfilling its mission in an ever-changing world. The College recognizes the dynamic nature of the modern world and, hence, the need to integrate faith with technological and scientific advancements to improve the human condition.

To fulfill its mission, the following values are ensued:

Academic excellence—to develop a culture of curiosity and creativity that will

- challenge the frontiers of teaching/learning,
- stimulate research,
- raise the level of analytical reasoning and inquiry, and
- enable students to acquire leadership, human relations, communication, and technology skills;

Integrity—to instill the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored;

Perseverance—to implant diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College;

Social responsibility—to promote in the College community a conscious awareness that we are all stewards of the resources entrusted to our care;

Tolerance—to emphasize an openness to divergent points of view, applying an eclectic approach to rational and analytical thinking; and

Community service—to encourage self-extension in service to others as the heart and soul of our educational enterprise.

All departments, administrative units, and support functions are unrelenting in implementing the strategies aimed at achieving the mission of Texas College.

TABLE OF CONTENTS

2009-2010 College Calendar.....	8
Admission Requirements and Procedures	9
Tuition and Fees	14
Financial Aid	16
Student Services	20
Academic Policies and Procedures	24
Academic Honors	32
Academic Programs	33
Developmental Education Courses and Academic Support System	36
Division of Business and Social Sciences	38
Division of Education	41
Division of Evening, Weekend, and External Programs	42
Division of General Studies and Humanities	43
Division of Natural and Computational Sciences	47
Index.....	49

- 7 ALL OFFICES OPEN
- Early Registration
- Dormitories Open
- 8-10 Orientation New/Transfer Students
- 9 Chapel Service @ 11am
- 9 President's Opening Reception @ 6pm
- 11-12 Faculty/Staff Institute
- 13 Registration New/Transfer Students
- 14 Registration for Returning Students
- 17 First Day of Class
- 18 Late Registration
- 21 Last Day to Add/Drop

AUGUST '09						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '09						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 12th Class Day
- 7 Labor Day
- 23 FALL OPENING CONVOCATION

- 5-9 Mid-Term Exams
- 12 Mid-Term Grades due to Registrar
- 15-16 INAUGURATION @ 10:00am
- 16-17 Board of Trustees Meeting
- 18 Gospel Concert
- 18-25 Homecoming Week

OCTOBER '09						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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NOVEMBER '09						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 9-13 Pre-Registration for Spring
- 11 Veterans' Day Celebration
- 16 Students to Begin Application for Spring Graduation
- 17 Last Day Withdraw with "W"
- 24-27 Thanksgiving Break For Students & Faculty Begin @ 5p
- 25 ALL OFFICES CLOSE @ 5p
- 26 THANKSGIVING
- 30 Classes Resume

- 7-11 Final Exam Week
- 11 Residence Halls Close @ 5p
- 11 Faculty/Staff Christmas Party
- 14 Final Grades due to Registrar/Last Day to Remove "I" Grades
- 18 Christmas Holidays Begin @ 5p
- 25 CHRISTMAS DAY

DECEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

JANUARY '10						
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24	25	26	27	28	29	30
31						

- 1 New Year's Day
- 4 ALL OFFICES OPEN
- 5-6 Faculty/Staff Institute
- 7 Residence Halls Open
- 8 Testing/Registration for Freshman/New Students
- 11 FIRST DAY OF CLASS
- 12 Late Registration (Fees)
- 15 Last Day to Change Courses (Add & Drop)
- 18 M.L. King Jr. Day/OFFICES CLOSED
- 26 12th Class Day

- 3 Education Month Recognition
- 3-5 BEEP
- 10 Spring Convocation
- 15-19 Religious Emphasis Week
- 17 Education Month Recognition
- 26 High School Steer Day

FEBRUARY '10						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
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28						

MARCH '10						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8-12 Mid-Term Exam Week
- 10 LEGACY GALA
- 15-19 Spring Break
- 18-19 Founders' Convocation
- 22-26 Financial Aid Awareness Week
- 26 Last Day to Apply for Graduation
- 29-31 Pre-Registration for Fall
- 31 Honors Day Convocation

- 1-2 Pre-Registration for Fall
- 5-9 Campaign period SGA
- 8 Last Day to Withdraw w/"W"
- 12-15 Campaign period Continued
- 12-15 Pre-Registration for Summer
- 12-15 Summer Housing Fee Due
- 16 Vote Day/Spring Fest
- 19-23 Graduating Senior Exams
- 24 Athletic Banquet
- 26 Senior Grades Due
- 26-30 Final Exam Week/ Graduating Senior Week
- 30 Senior Rehearsal/Baccalaureate

APRIL '10						
S	M	T	W	Th	F	S
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18	19	20	21	22	23	24
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MAY '10						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 2010 Commencement-Caldwell Auditorium
- 3 Final Grades due to Registrar/Last Day to Remove "I"
- 12-14 Summer Registration
- 17 Summer Session Begins
- 31 Memorial Day/OFFICES CLOSED

- 1-4 Summer Mid-Term Exams
- 21-25 Summer Final Exams
- 28 Final Grades Due to Registrar

JUNE '10						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY '10						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Independence Day (Observed)
- OFFICES CLOSED

ADMISSION REQUIREMENTS AND PROCEDURES

Applicants seeking admission to Texas College must satisfy prescribed admission requirements. An application may be requested by writing the Admissions' Office, Texas College, 2404 N. Grand Avenue, P.O. Box 4500, Tyler, TX 75712-4500; by calling 903-593-8311, ext. 2297 or 1-800-306-6299; or by downloading an application on the College website: www.texascollege.edu.

A first-time freshman applicant for admission to the College must have graduated from an accredited high school or have successfully completed the General Educational Development (GED) Test. A high school graduate must have completed a minimum of 16 high school units* of study. One high school unit is equivalent to 36 weeks of class work in an accredited high school. The distribution of units should be as follows:

Language Arts	4 units
Social Sciences	2 units
Mathematics	2 units
Natural Sciences	2 units
Electives	6 units
Total	16 units

A minimum 2.00 overall grade point average (GPA) is required for entering freshmen. Students whose GPA is lower than 2.00 may be granted conditional admission after a review of their records by the Admissions/Re-admit Committee and, if approved for admission, may enroll in the two-year associate in arts (AA) degree program in general studies. After completion of the AA program, students may petition to enroll for the baccalaureate degree program.

*For the student not meeting the requirements listed above, the Admissions/Re-admit Committee will review each application individually when submitted. Applicants should allow an additional 30-day grace period for the Admissions/Re-admit Committee to conduct a special review of the application regarding transcript interpretation.

ADMISSION REQUIREMENTS FOR FIRST-TIME FRESHMEN. Freshman applicants must submit the following items:

- A completed application for admission with a non-refundable application fee of \$20 in the form of a money order or cashier's check made payable to Texas College.
- An official high school transcript. Upon graduation from high school, applicants must provide a final high school transcript bearing the school seal and graduation date.
- Official transcript(s) from all colleges and/or universities previously attended—applicable only to students who attempted college/university work while still enrolled in high school. Transcripts must be received by mail directly from the sending institution.
- Official SAT or ACT scores.

General admission of first-time freshmen. In addition to the requirements outlined above, all first-time freshmen may be required to take an assessment test during orientation for the purpose of determining performance levels in reading, mathematics, and writing. The student needing improvement of skills in these areas is referred to the College Student Learning Center.

Admission requirements for home-schooled students or GED applicants. Home-schooled or GED applicants must submit the following:

- A completed application for admission with a non-refundable application fee of \$20 in the form of a money order or cashier's check made payable to Texas College.
- If home-schooled, a notarized copy of the official home-schooled transcript showing date of graduation and course requirements that meet the Texas state graduation requirements as approved by the Texas Education Agency.
- Official GED certificate with score report, if applicable.
- Official SAT or ACT scores.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS. Transfer students must submit the following:

- A completed application for admission with a non-refundable application fee of \$20 in the form of a money order or cashier's check payable to Texas College.
- Official college/university transcript(s) from all institutions previously attended. Transcripts must be received directly from the sending institution. Students must not be on academic probation or suspension at the time of the request for transfer. Transcripts from schools abroad must be accompanied by an evaluation performed by a U.S. credentialing agency in order to determine credit transferability.
- A Transfer Student Reference Sheet completed by the chief student affairs officer of the last college attended.

ADMISSION REQUIREMENTS FOR RE-ADMIT STUDENTS. Former students must submit the following:

- A complete application for admission with a non-refundable application fee of \$20 in the form of a money order or cashier's check. Application should be submitted one month prior to the beginning of the semester in which the student plans to enroll.
- Official transcripts from any college or university in which the student was enrolled while not enrolled at Texas College. Transcripts must be received directly from the sending institution.
- A signed clearance form must be obtained from the Business and Finance, Financial Aid, Registrar's, and Student Affairs offices indicating that the student is eligible to return.

Former students who have not attended Texas College for six (6) or more years will not be able to apply all previously earned credits to current degree requirements. The student will enter the College under the provisions of the College Catalog in effect during the academic year of the re-admission. Any courses transferred from another college or university that are at or beyond the six-year limit will not be used to satisfy requirements in a major or minor.

ADMISSION OF INTERNATIONAL STUDENTS. Texas College is authorized by the U.S. Immigrations and Customs Enforcement (ICE) Agency to admit non-immigrant international students for full-time study. An applicant for admission from a foreign country must submit credentials to the Admissions Office at least two months in advance of the semester in which the applicant desires to attend. Credentials of international students are evaluated according to the general regulations governing admission to Texas College. International students must comply with all rules and regulations as established by the U.S. Immigrations and Customs Enforcement Agency. The following are requirements to be met or items to be submitted by prospective international students before the Certificate of Eligibility (I-20) Form is issued by Texas College:

Admission requirements for first-time freshman international students. International freshman applicants must submit the following:

- An equivalent U.S. high school diploma or General Certificate of Education. International students entering as first-time freshmen must have an equivalent academic average of 2.00 or better on a U.S. grading scale. Documents submitted must be issued in their original language. If the documents are in a language other than English an official English translation performed by a U.S. credentialing service must also be submitted.
- Evidence of their ability to speak and write the English language correctly so that they may participate successfully in courses in which they enroll. Applicants from non-English speaking countries must submit scores from the Test of English as a Foreign Language (TOEFL). A score of 500 is required for the paper exam. For computer and Internet-based versions scores equivalent to the paper-based version are required.
- A medical examination report completed by a licensed physician must be submitted.
- Official SAT or ACT scores.
- A notarized letter of support/sponsorship and an advance payment of the tuition and fees for the first year. The I-20 form required to obtain an F-1 visa will be issued when the payment in the form of a certified check is placed on deposit with the Business Office.

When the above requirements have been met, the Admissions Office—with approval from the Office of Business and Finance—will grant the student admission and mail the student the Certificate of Eligibility (Form I-20).

Admission requirements of transfer students from international institutions. Foreign students who have attended a post-secondary school abroad must apply as a transfer student (see page 15 for information regarding applying as a transfer student). In addition to meeting all requirements for transfer students, international transfer students must also submit the following:

- Evidence of their ability to speak and write the English language correctly so that they may participate successfully in courses enrolled. Applicants from non-English speaking countries must submit scores from the Test of English as a Foreign Language (TOEFL). A score of 500 is required for the paper exam. For computer and Internet-based versions scores equivalent to the paper-based version are required.
- A notarized letter of support/sponsorship and an advance payment of the first year's tuition and fees. The I-20 form required to obtain an F-1 visa will be issued when a certified check is placed on deposit with the Business Office.

Admission requirements of international transfer students from U.S. institutions. Foreign students who have been in attendance at a U.S. post-secondary institution must submit all documents required for transfer students on page 15. In addition to meeting all the requirements for transfer students, international transfer students must also submit the following:

- A notarized letter of support/sponsorship and an advance payment of the first year's tuition and fees. The I-20 form required to obtain an F-1 visa will not be issued unless a certified check is placed on deposit with the Business Office.

ADMISSION TO SUMMER TERM. When a student enrolls for the fall semester and continues through the spring semester, an application for admission for the summer term is not required. This procedure is applicable when Texas College offers a summer term.

ADMISSION REQUIREMENTS OF SUMMER TRANSIENT STUDENTS. Applicants seeking admission to Texas College to take courses to be transferred to another college or university in which they are regularly enrolled will be admitted as transient students. The students must complete the regular application for admission. However, the students must present an official statement from the college or university enrolled indicating satisfactory academic standing and conduct, and that they are eligible to re-enroll at their home institution. Transient students are not eligible to receive financial aid from Texas College.

EARLY ADMISSION AND ADMISSION OF HONORS' SCHOLARS. Upon completion of the eleventh year in high school, a student showing superior academic ability may be admitted with less than the required 16 units of study prior to high school graduation. Other criteria to be used in determining early admission to the College include:

- A combined score of 1,000 or above on the SAT or equivalent ACT score.
- Academic placement in the upper 10 percent of high school class.
- An evaluation by the Admissions/Re-admit Committee.
- All other requirements as outlined above for first-time freshmen applicants.

CONDITIONAL ADMISSION. Conditional admission is for students who have provided acceptable admission documents (for example unofficial high school and/or college transcripts) but whose official records have not been received prior to the time of registration or for students whose overall grade point average (GPA) is less than 2.00. Students who are admitted in this category must provide all official transcripts by the 12th class day of the first semester they are enrolled. If students do not provide an official transcript by the 12th class day they will be administratively withdrawn at the end of the 12th class day. Conditionally admitted students are not eligible to receive financial aid.

PROVISIONAL ADMISSION. Provisional admission can be granted when evidence of graduation from an accredited high school has not been submitted. Students admitted in the provisional status must submit an official high school transcript or an Official General Education Diploma (GED) Certificate by the 12th class day of the first semester they are enrolled. Students failing to submit the appropriate admission documents within the allotted time will be administratively withdrawn from the College. Students whose records are received within the allotted time period will be granted regular admission retroactive to the beginning of the semester. Students with provisional admission are not eligible to receive financial aid.

ADVANCED PLACEMENT. The Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges and universities, administered by the College Board Advanced Placement Program. High schools that participate in the program offer special AP courses, followed by the AP examinations in early May. Students usually take the examination(s) in their own school or in a nearby multi-school center. Although students who have not studied extensively beyond the normal secondary school level are not advised to take these examinations, the program is open to all students.

Texas College will offer at least 3 credits to students who earn a score of 3 or higher on the AP examination. The course(s) credited and the number of credits offered will depend on the academic major, AP subject area, and departmental recommendation.

GENERAL INFORMATION FOR ALL APPLICANTS. All applicants to Texas College must submit the following additional information to the Admissions Office for inclusion in the applicant's permanent file:

- Proof of health insurance coverage and/or signature on release of liability.
- Photocopy of social security card. Section 7b of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state, or local government agency requests an individual to disclose his/her social security number (SSN), the individual must also be advised of whether the disclosure is mandatory or voluntary; of the federal statute or other authority the number is solicited; and of the uses that will be made of it.

The SSN is a vital part of the student's record. It is used to verify the identity of the student and to track student transactions, such as fee assessments and financial aid awards. The College provides a student ID number for daily use and class scheduling.

TUITION AND FEES

Texas College reserves the right to adjust College costs during the year, should conditions so warrant and with timely notification(s) to students. Students whose accounts are not current with the Business Office and whose financial aid forms are incomplete, incorrect, or late may be denied any and all College services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied.

TUITION AND REQUIRED FEES. Tuition and fees are to be paid at the time of registration. Tuition and fees do not include amounts for books, supplies, travel expenses, and other miscellaneous personal items that may be required. Payments to the College for tuition and fees should be made by certified or cashier's checks, drafts, or money orders made payable to Texas College. **Texas College does not accept personal checks.** Cash should not be mailed to the College. Texas College disclaims any liability for cash (currency) that is sent through the mail. All payments made by mail should be sent to:

Texas College
Business Office
2404 N. Grand Ave.
P. O. Box 4500
Tyler, TX 75712-4500

Table I shows the current schedule for tuition and required fees follows:

Table I: Schedule for Tuition and Required Fees

Per Semester	On-Campus	Off-Campus
Tuition (12-18 credit hours)	\$4,000	\$4,000
Room	\$1,800	
Board	\$1,500	
Other required fees	\$ 745	\$ 745
Academic records \$ 15		
Assessment 25		
Library 30		
Health service 150		
Activity 150		
Facilities 100		
Technology 275		
Total (per semester)	\$8,045	\$4,745

Other fees students might be subjected to include the following:

APPLICATION. There is a non-refundable application fee of \$20.

REGISTRATION. A \$150 fee is paid at the time of registration. It is **not refundable** nor is it applied against tuition or other fee charges.

ROOM RESERVATION. Applicants for campus housing must pay a **non-refundable** \$150 room reservation fee.

PARKING. Students who operate a vehicle on campus are charged \$30 for a parking permit.

CHANGE OF SCHEDULE. Change of schedule means adding a course, dropping a course, or both. There is a \$20 charge for each schedule change

LATE REGISTRATION. Students who complete the registration process after the dates indicated for registration on the College Calendar are assessed a late charge of \$25. The late registration fee is required at the time of registration.

EXCESSIVE LOAD. A fee of \$333 per credit hour is charged for courses in excess of the normal load of 18 credit hours per semester.

COURSE AUDIT. Those students enrolled as auditors of a class are charged an audit fee of \$100 per course. Audit fees are non-refundable.

CONCURRENT ENROLLMENT. There is a \$100 fee for concurrent enrollment if the student is not taking a full load at Texas College or is taking a course at another institution and the course is offered at Texas College.

STUDENT TEACHING. Students enrolled in student teaching are assessed a fee of \$100.

CLEP CREDIT RECORDING. A fee of \$35 is charged to record credits received through completion of College Level Examination Program (CLEP) Tests.

TRANSCRIPT. Each student is entitled to one official transcript without charge after the student's account balance has been paid in full. A fee of \$12 is charged for each additional copy. Payments should be made by cashier's check or money order payable to Texas College. Students are charged a fee of \$7 for each unofficial transcript.

GRADUATION. Students are required to pay a non-refundable \$150 graduation fee payable 30 days prior to their scheduled commencement date.

Texas College has incorporated a "Laptop Initiative." Students may choose to purchase a laptop computer for \$525. This amount may be packaged with their financial aid if they decide to participate.

FINANCIAL AID

Students whose accounts are not current with the Business Office and whose financial aid forms are incomplete, incorrect, or late may be denied any and all College services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied. The intent and philosophy of financial aid, as administered by Texas College, is that no qualified student should be denied the privilege of obtaining a higher education experience because of a lack of financial resources.

Therefore, financial aid at Texas College is administered in accordance with policies and philosophies that have been established at the national level. Texas College takes great care to ensure that financial aid resources will help as many students as funds will permit.

ELIGIBILITY REQUIREMENTS. Since eligibility requirements vary according to the program, the College carefully considers financial resources, academic standing, and the personal circumstances of each student when awarding aid. In order to be eligible to receive federal financial aid students must:

- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Be registered with Selective Service, if required.
- Be enrolled at least half-time in a degree program.
- Not be in default of any federal funds.
- Make satisfactory academic progress.
- Not have been convicted of possessing or selling illegal drugs.

APPLICATION PROCESS. All students interested in federal financial aid must file the Free Application for Federal Student Aid (FAFSA). This form can be obtained through high school counselors, libraries, or any college, university, or career school. Students can file either the paper FAFSA or file on-line at www.fafsa.ed.gov. Texas College recommends that students file on-line. Filing on-line and transmitting the FAFSA electronically expedites the financial aid process by weeks. Returning students can file a FAFSA Renewal Application if they filed a FAFSA last year.

Students need to check with the Financial Aid Office for the priority deadline date.

TYPES OF FINANCIAL AID. Texas College continuously reviews its financial aid program in an effort to assist needy and worthy students with the rising costs of a college education. The College offers its students the following types of financial assistance based on the institution's eligibility to participate in the various programs.

Federal programs. Texas College participates in the following federal financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Academic Competitiveness Grant (ACG)
- National Science & Mathematics Access to Retain Talent Grant (National SMART Grant)
- Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)
- Federal Work Study (FWS)
- Federal Stafford Loan Programs (Subsidized, Unsubsidized)
- Federal Parent Loan Program (PLUS)

State programs. The College participates in the following state financial aid programs:

- Tuition Equalization Grant (TEG)
- Towards Excellence, Access and Success (TEXAS) Renewal Grant
- Texas Work-Study (TWS)
- Leveraging Education Assistant Partnership (LEAP)
- Special Leveraging Educational Assistance Partnership (SLEAP)
- Texas Rehabilitation Commission

Scholarships. Texas College offers scholarships to its students through various endowments.

Institutional grants-in-aid. Texas College seeks, acknowledges, and rewards those students who demonstrate academic, musical, athletic, or leadership promise. Students applying for and/or receiving institutional awards must complete the application process for financial aid (file a Free Application for Federal Student Aid [FAFSA]) and submit all required documentation to the Office of Financial Aid.

The provisions of the institutional grants-in-aid are limited to the direct costs of attending the College; that is, tuition and room and board. If other financial assistance—when combined with the institutional grant-in-aid award—exceeds the direct costs, the institutional grant will be reduced accordingly. No student may receive two institutional grant-in-aid awards unless authorized by the Enrollment Management Committee. Grants-in-aid are not redeemable as cash, but are offered for the specific purpose of application towards the student’s direct educational costs.

Criteria for institutional grants-in-aid. To be eligible for institutional grants-in-aid, the student must:

- file a Free Application for Federal Student Aid (FAFSA).
- be a fully admitted, full-time student enrolled in at least 12 semester hours each fall and spring semester **and** must maintain enrollment in at least twelve (12) semester hours during the entire semester in order to keep the scholarship for the current semester.
- maintain satisfactory academic progress (see page 23).
- not have had any disciplinary action taken or pending for conduct or judicial issues.

SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID. The following is a minimum standard for defining “Satisfactory Progress”:

“For a student to be eligible for Title IV Aid after the student’s second academic year of attendance at an institution, the student must have a cumulative C average or its equivalent or have academic standing at that point in the program that is consistent with the institution’s requirements for graduation.”

Current law requires a student to maintain satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution. The institution is required to review the progress of the student at the end of each academic year. For this purpose, the Texas College academic year is defined as August 1st through May 31st. At the end of each academic year, the Financial Aid Office determines whether or not a student is making “Satisfactory Academic Progress” towards a degree and is thus qualified to receive financial aid in the next academic year. A student’s progress is measured both qualitative and quantitatively.

Qualitative progress. Qualitative progress is measured in terms of grade points earned during the preceding semester, which are tabulated on a 4.00 grading system. Should the student’s GPA fall below

the stated GPA for two consecutive semesters, the student will be placed on Financial Aid Suspension (see Loosing and Reinstating Financial Aid below). Table II indicates the standard for maintaining qualitative progress at Texas College:

Table II: Standard for Maintaining Qualitative Progress

Number of hours completed	Required cumulative grade point average
1-18	1.50
19-36	1.80
37 and above	2.00

Quantitative progress. All students (full-time or part-time) must successfully complete a minimum number of the semester hours attempted. The standard for maintaining quantitative progress in order for students to remain eligible for financial aid is shown in Table III*:

Table III: Standard for Maintaining Quantitative Progress

Enrollment Status	Minimum Hours per Semester	Minimum Hours per Academic Year
Full-time (at least 12 hours per semester)	9	18
Three-quarter time (9-12 hours per semester)	6	12
Half-time (6 to 8 hours per semester)	6	12
Less than half-time (less than 6 hours per semester)	3	6

*This includes hours attempted at colleges other than Texas College.

Repeated courses, remedial and non-credit courses, incomplete courses, and withdrawal from courses after drop or add periods are included as semester hours attempted. A student working towards a baccalaureate degree is **not eligible** for federal aid if 186 semester hours or more have been attempted within a six year period. A student working towards an associate degree is **not eligible** for federal aid if 93 semester hours or more have been attempted.

Financial aid appeal procedures. Students who fail to make satisfactory academic progress due to extenuating circumstances may appeal to the Enrollment Management Committee through the Director of Financial Aid. The appeal must be submitted in writing to the Director of Financial Aid. Students will be notified in writing no later than ten days after the Committee has reviewed the case and rendered a decision.

LOOSING AND REINSTATING FINANCIAL AID. Should a student fail to make progress as outlined above, the student will be denied all types of federal and state aid (grants, work-study, and loans) until the deficiency has been removed. Expenses incurred while a student's aid is suspended must be paid by the student and/or the student's parents or guardians. This policy applies to all students at Texas College receiving Financial Aid.

In order to have financial aid reinstated, a student must enroll and successfully complete a minimum of 6 academic hours at his/her own expense, and earn a semester GPA of 2.00. Courses taken during summer school (and accepted by Texas College if taken at another school) may be included in determining satisfactory progress for the next academic term, but the student must make sure that the Financial Aid Office receives a copy of the record of courses taken and the grades received. If removal of an incomplete grade makes the student eligible, the student must make sure that the Financial Aid Office is informed of the removal of the incomplete grade.

REFUND POLICY. A refund is defined as financial aid and/or cash payments minus the amount retained by the institution for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

The effective date of withdrawal will be the date when the withdrawal is officially completed and recorded by in the Office of the Registrar. In order to receive a full refund, the official withdrawal must be completed and recorded in the Office of the Registrar on or before the 12th class day for the fall or spring term. For the summer term the withdrawal must be completed by the 2nd day of the summer term.

If the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the school may determine the appropriate withdrawal date.

The school may use as the student's withdrawal date the student's last date of attendance at an academically-related activity provided the school documents that the activity is academically-related and documents the student's attendance at the activity. Examples of academically-related activities include, but are not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, and turning in a class assignment.

CONCURRENT ENROLLMENT. Students may request concurrent enrollment at another college or university. In order to receive Federal Financial Aid there must be a consortium agreement with the college where the concurrent enrollment is to take place. Students must obtain written permission from their academic advisor and the vice president for academic affairs before enrolling.

STUDENT SERVICES

Working in partnership with faculty and staff across the campus Student Services prepare student to be responsible and contributing members of society through diverse, meaningful opportunities and professional support services. Not only do students have opportunities for involvement in a wide range of activities—including residence hall living, religious affairs, leadership training programs, social and recreational activities, service programs in the community, student organizations, and athletics—they also participate in the administration and operation of programs.

RESIDENCE LIFE. The College recommends that students with less than 60 hours live in the residence halls. Exceptions include furnishing proof of marriage; living at home with parents/guardians; or caring for his/her child/children residing with the student in a family owned or leased residence.

Upon arrival to campus, students must register and then transition to residence halls where they have been assigned. A residence center room inventory form and the student personal data record form are provided and must be filled out before keys are issued. All disciplinary matters in the residence halls are subject to the judicial proceedings outlined in the *Student Handbook*. Failure to comply with regulations cited in either of these publications may result in immediate suspension from the College. Any student who withdraws or is suspended from the College must leave the residence hall immediately. Contact the Office of Student Affairs for additional information.

DINING SERVICES. The College dining program offers students a healthy and balanced diet essential to physical well-being. All students who reside in College residence halls are required to purchase the College meal plan. Commuter meal plans are available. Contact the Business Office for more details.

ROOM AND BOARD. When students move into a residence hall, they automatically enter into a contract for room and board throughout the respective semester. Students who live in a residence hall **must** purchase the College meal plan. Contact the Business Office regarding additional information on room and board.

RELIGIOUS PROGRAMS. Students are encouraged to participate in religious life by choosing a church or place of worship of their choice, including the parent Christian Methodist Episcopal (C.M.E.) Church. In addition, opportunities for religious expression are provided on campus through chapel, lyceum programs, Bible study, worship services, and campus ministry activities. For further information contact the Campus Minister.

COUNSELING SERVICES. The counseling program helps students adjust to the College environment by providing academic, career, and personal counseling. Individual counseling with the campus certified counselor or the campus minister is available to all students. Referral to off-campus treatment or counseling may be provided. Contact the Office of Counseling and Career Services or the Campus Minister for additional information.

STUDENT SUPPORT SERVICES. The College Student Learning Center offers tutoring, advising, and special assistance to academically challenged students so that all students may have the opportunity to be successful in completing a quality education. Student assessment and strategies for success are also provided.

ASSISTANCE FOR STUDENTS WITH DISABILITIES. Texas College seeks to assist students with documented disabilities in accomplishing their educational goals. Although the College is not staffed or equipped to assist students with extreme challenges, the College works with students to creatively find

solutions so that class attendance and test completion can be accomplished. Students who need special assistance should provide documentation of the disability to the Office of Academic Affairs.

HEALTH SERVICES. Students, whether full-time or part-time, may receive medical care through the College Health Clinic. Parents and students are encouraged to arrange in advance for a local personal physician. The physician's name will be placed on file with the Residence Life Director and the Health Clinic. The College is concerned about the health of its students and will provide first aid and emergency care as well as local medical referrals. However, the College cannot assume responsibility for long term medical care; therefore, parents/guardians of students should look to their personal physician in these matters.

ATHLETICS. The College offers opportunities for student athletes in both intramural and intercollegiate sports. Activities in the intramural program include basketball, flag football softball, and volleyball. Intercollegiate sports include football, men's and women's basketball, baseball, men's and women's track, men's and women's soccer, volleyball, softball, and cheerleading. The College holds membership in the Red River Athletic Conference (RRAC); the National Association of Intercollegiate Athletics (NAIA), Division I; and the Central States Football League (CSFL). Contact the Athletic Office or further information.

LIBRARY SERVICES. The Dominion R. Glass Library operates as a "Library without Walls" offering Internet connectivity and search services in a centrally located facility on the College campus. The Library has spacious reading areas; a periodicals area, an African-American studies collection, a Texas College Historical Collection, a Teacher Education Curriculum Laboratory, a Teacher Resource Room, and the Teacher Education Technology Center with video conferencing capabilities.

The Library provides services and learning/information resources that are appropriate to support its teaching, research, and service mission. These services include a variety of electronic media and two computer laboratories that are equipped with state-of-the-art equipment available to enhance students' research abilities. Students and faculty have access to thousands of resources through search tools, including JSTOR and the Library of Texas online. Through TexShare, a consortium shared database, students can read e-books (electronic copies of books) 24 hours a day. TexShare also provides Interlibrary Loans. Through this service patrons have access to items located at other college libraries. Library services include instruction in the form of orientation, information literacy, and bibliographic instruction, giving students a broad range of materials and services; thus increasing their potential for becoming lifelong independent learners.

In an information era, the Library has embraced technology and is dedicated to the mission of Texas College; therefore, it is the belief of the Library staff that the learning resources and services made available to the Texas College community are relevant and necessary to the production of a strong, viable instructional program.

CAREER SERVICES. Career Services assists students in the selection of a major. Through online search tools and other means, the counselor aids students in self-assessment, exploring and choosing occupational areas, and making decisions about either embarking on graduate study or selecting entry level employment. Career Services also organizes career fairs and establishes relationships with the employing public in locating career opportunities for students. Services include: campus interviews with potential employers; job listings of employment opportunities; a career information library; career counseling of undergraduates and referral to part-time and summer jobs when available; the referral of graduating seniors and alumni to full-time positions, graduate schools, and internships; interviewing skills preparation; and resume' writing workshops.

MAIL SERVICES. All resident students receive mail in and may send mail from the College Mail Room. Registered and certified mail as well as parcel packages are also received in and mailed from the College Mail Room.

IDENTIFICATION (ID) CARDS. Each student is required to have a picture identification card which includes the student's name, identification number, semester, and residential status. The card is validated each semester the student is enrolled at Texas College. If the ID card is lost or stolen, there is a replacement fee of \$15. Loaning the ID card to anyone or failure to present it when requested by College officials is a violation of College regulations and subjects the holder and unauthorized user to disciplinary action. Each student is personally liable for all obligations incurred by use of the card. Students must have the ID card in their possession at all times. For more information contact the Business Office.

NON-LIABILITY OF COLLEGE FOR INJURY OR LOSS. In order to provide a well-rounded educational program as distinguished from one confined solely to classrooms and laboratories, the College sponsors many programs and activities ranging from collegiate and intramural athletics to various off-campus programs and events, which, as with other activities of life, involve the possibility of personal injury, loss of personal property, or both. Participation in these programs and events outside classrooms and laboratories is voluntary and participants, along with their parents or legal guardians, assume all risks of personal injury, loss of property, and/or any other type of loss.

All students who are 18 years of age or older are required to sign a release of liability statement. Students who are under 18 years of age must also present a statement signed by their parent or guardian.

AUTOMOBILES AND PARKING. Students may operate automobiles on the College campus in accordance with parking regulations. Copies of these detailed regulations are available in the Student Handbook. All cars operated on campus must display a current Texas College parking decal issued by the Business Office. Vehicles not properly registered with the Security Office or those found parked in violation of parking regulations will be towed off campus at the owner's expense. A traffic ticket or any other communication from a Security Officer is an official College notice. The recipient who does not respond to such communication is subject to disciplinary action. Contact the Business Office or the Office of Student Affairs for further details.

PUBLICATIONS. Texas College encourages and sponsors publications as a means of developing student involvement, leadership, and journalistic talents. *The Insider* newsletter, *The Steer* newspaper, and *The Texan* yearbook are the three official publications of the College. The College reserves the right to approve the content of all publications to meet standards of good taste, form, and appropriate representation. Interested students should contact the Office of Student Affairs to participate on publication staffs.

EXTRA-CURRICULAR ACTIVITIES. The College offers a variety of educational experiences through which students can interact by participating in various academic, social, and Greek organizations. The Texas College Choir, the Texas College Jazz Ensemble, and the Marching Band are the major musical organizations for students with musical talents. For further information about student organizations, contact the Office of Student Affairs. For additional information on the musical organizations, contact Office of Academic Affairs.

HONORS' ORGANIZATIONS. Student scholars who meet standards of academic excellence and distinction can be inducted into the following national honor societies and/or organizations:

- **Alpha Kappa Mu** recognizes scholars who are juniors and seniors in all academic majors. A minimum 3.30 GPA is required.

- **Beta Kappa Chi** recognizes scholars in all majors with a minimum GPA of 3.0 and 3.5 in the major program. Students must have completed at least 64 semester hours of coursework.
- **Pi Lambda Theta** is an international honor society for education majors who aspire to become effective teachers and educational leaders. Candidates must have a 3.50 minimum GPA.
- **Who's Who Among Students in American Colleges and Universities** is a national organization that honors student scholars who exhibit campus leadership, community service, and exemplary citizenship. Candidates must have at least a 3.30 grade point average (GPA) and are nominated by the College Scholarship Committee.

Contact the Office of Academic Affairs for further information.

ACADEMIC POLICIES AND PROCEDURES

COURSE CREDIT. Credit for academic work is measured in semester hours. A semester hour is the amount of credit earned for the satisfactory completion of one contact hour per week within one semester.

COURSE LOAD. A minimum of twelve (12) and a maximum of eighteen (18) semester hours of class and laboratory work constitute a normal course load during a semester. Students who have earned thirty (30) semester hours and have a cumulative grade point average of 3.00 or better may take the maximum load of twenty-one (21) semester hours with special permission of the Vice President for Academic Affairs. Students enrolling for twelve (12) semester hours or more are classified as full-time students. Students enrolling in less than twelve (12) semester hours are classified as part-time students. Full-time students on academic probation may not enroll for more than fourteen (14) semester hours. Students must repeat courses which they failed as soon as possible in order to improve their cumulative grade point average.

A student who is classified as part-time must check with the Financial Aid Office to ensure eligibility for financial aid. Students enrolled in developmental education courses must also check on their financial aid status. If a summer session is offered, the maximum course load for traditional students will be six semester hours or as designated by the Office of Academic Affairs for special programs.

CLASSIFICATION. Students are classified based on the credit hours earned, as shown in Table IV:

Table IV: Classification of Students

Classification	Credit hours
Freshman	0-30
Sophomore	31-59
Junior	60-89
Senior	90 +

ORIENTATION. All students entering college for the first time are required to participate in orientation activities. Orientation provides students with an introduction to campus life before registration and classes begin. Orientation also includes placement testing that must be completed before new students can officially register. Entering freshmen and transfer students are required to complete the College orientation courses entitled First-Year Seminar I and II. The First-Year Seminar courses earn two semester hour credits each and are institutional requirements for graduation. All students are also required to attend weekly chapel/lyceum programs each Wednesday at 11:00 a.m.

THE REGISTRATION PROCESS. Students must register in person or online. Directions for the registration process are provided by the Office of the Registrar. In consultation with the appropriate advisor, a tentative trial schedule is prepared followed by the completion of the official registration form. A student becomes officially enrolled in a class by completing the registration process. The instructor adds the student's name to the class role only after receiving the official notice from the Office of the Registrar.

PRE-REGISTRATION. Students who are already enrolled at Texas College may pre-register for the upcoming semester. The pre-registration period is identified on the College Calendar. All students who have pre-registered are considered registered students for that semester and must complete appropriate forms if any changes are needed and pay the necessary fees.

LATE REGISTRATION. Students may continue to register for classes during late registration, as indicated on the College Calendar. Students cannot register for classes after the last day for late registration without the approval of the Vice President for Academic Affairs. Students are charged a late registration fee.

CHANGE OF REGISTRATION. Students may change their initial registration by adding or dropping courses within the time period specified in the College Calendar for each term. A student who wishes to change his/her class schedule after completing registration must secure a drop/add form. All changes must be approved by the instructor, faculty advisor, and the vice president for academic affairs (VPAA). The student then takes the completed form with appropriate signatures to the Office of the Registrar. All signatures must be secured within three (3) meetings of the class following the date of the first signature or the form becomes void. A \$20 fee is charged for each student-initiated added or dropped course. The fee is \$40 to add **and** drop a course. The charge is the same for all credit hour courses. No fees are charged for administrative discontinuation or addition of courses.

After the add and drop period a student may not add courses unless approved by the VPAA. Students may withdraw from a course at any time until the last day to withdraw in a semester with a grade of “W.” The student is not permitted to withdraw from a course after the published last day. A grade of “F” will be recorded for a student who unofficially discontinues enrollment in a course. After the last day to withdraw from a course, the instructor must give the student a letter grade; “W” cannot be given. Course withdrawal forms are available in the Office of the Registrar. Extenuating circumstances will be reviewed.

WITHDRAWAL FROM THE COLLEGE. A student wishing to withdraw from the College for the remainder of a semester should notify the vice president for student affairs. When all accounts are cleared, the student must obtain the Withdrawal from School form from the Office of the Registrar and obtain signatures from the appropriate division chair, faculty advisor, vice president for academic affairs, financial aid officer, the registrar, and vice president for business and finance. To avoid receiving an “F” in all courses for the semester of withdrawal, students must comply with this process. Students withdrawing from residence halls must submit their intent to withdraw in writing to the vice president for student affairs and follow the established procedure with the director of residence life. Students cannot officially withdraw from school during the last two weeks before final examinations are given.

The proper procedure for withdrawing from Texas College includes the following steps:

- Complete and submit a withdrawal form. Forms are available in the Office of the Registrar.
- Complete exit interview with the retention coordinator or the vice president for student affairs or designee.
- Have withdrawal form signed by appropriate personnel for all College units as listed.
- Surrender ID card to the Office of Student Affairs.
- File completed and signed withdrawal form with the Office of the Registrar.

ACADEMIC ADVISEMENT. During freshman registration, each student is assigned a freshman academic advisor. When a major is declared, an academic advisor is assigned from the respective major area. The academic advisor provides the student with a degree plan and assists the student in course selections and degree audits. Degree plans are also available from the division chairperson.

Students should consult with the academic advisor about academic requirements, programs of study, and policies. All students assume the responsibility for planning a study program in accordance with the

academic requirements for the area of specialization selected. The individual student consults with the academic advisor in planning a class schedule for each semester. Students must follow a degree plan that is consistent with curriculum requirements in the catalog year of entry. Ultimately it is the responsibility of each student to secure the degree plan and follow it to meet graduation requirements.

COURSE EXAMINATIONS. Regular examinations for all courses are held at mid-semester and at the close of each semester. Credit will be granted for a course only after the student has taken all regular examinations for that course. Any outstanding financial obligations must be settled with the College Business Office before the scheduled time for examinations. Missing a final examination may, at the discretion of the instructor, result in an automatic “F” for that examination.

ACADEMIC PROFICIENCY EXAMINATIONS. All students are required to take two academic progress examinations prior to graduation: the Collegiate Assessment of Academic Proficiency (CAAP) or similar exam is administered to students following completion of academic foundation courses (usually at the end of the sophomore year); and a comprehensive examination in the major that is administered in the senior year after 90 percent of the course work in the major program is completed.

GRADING. Final semester grades are determined by the instructor based on the grades earned by the student for all course work. Grades are reported officially by the instructors to the Office of the Registrar at mid-semester and at the end of the course. No further course work is accepted after the final grade has been submitted to the Registrar. If a student wishes to appeal a grade, all appeals must be made in writing and initiated within 60 calendar days after the grade is officially reported.

GRADE REPORTS. Students are notified by the Office of the Registrar of their mid-semester grade performance. Final semester grade reports are issued to students at the end of each semester, including the summer term. Grade reports are mailed directly to the students and are not sent to parents unless there is written authorization from the student to do so. It is the responsibility of the student to inform parents of academic progress.

SATISFACTORY ACADEMIC PROGRESS. Texas College allows a maximum of six years to complete an academic program. Review of academic progress is conducted by the Office of Academic Affairs annually at the end of the academic year. Students receive notice of their standing at that time if they are not progressing academically. To progress successfully toward graduation, students are expected to complete at least 30 hours each year. To remain in good standing and to receive financial aid, the student must complete at least 80% of the expected 30 hours by the end of each academic year and must achieve a minimum cumulative grade point average of 2.00 each year.

The scale presented in Table V is used to determine satisfactory academic progress (SAP), based on the hours earned and the required cumulative grade point average (CPGA):

Table V: SAP Scale

Hours Earned	CPGA
1-18	1.50
19-36	1.80
37 +	2.00

To continue receiving financial aid, the student must not attempt over 50% of the required credit hours needed to complete the academic requirements for a degree program. For example, a student in a 124 semester hour degree program must not exceed 186* attempted hours to complete that program. The student must also earn a 2.00 cumulative grade point average to graduate.

*124 x 50% = 62; 124 + 62 = 186

ACADEMIC PROBATION. A student whose cumulative grade point average falls below the standard will be placed on academic probation during the next semester the student is enrolled. The probation status must be removed within two semesters. During the probationary period, students are expected to earn a minimum grade point average of 2.00 (C) or better. Students on academic probation are required to register with the Student Learning Center for tutoring and reinforcement of study skills. A student who leaves the College on academic probation will be re-admitted on academic probation, even if the student has attended another institution between leaving and re-entering Texas College. Probation status will be removed when the student has achieved the required cumulative grade point average.

ACADEMIC SUSPENSION AND DISMISSAL. A student on academic probation after two consecutive semesters will be suspended for one semester. Upon returning to the College, the student will have two semesters to bring the cumulative grade point average up to the standard set by the College. If after two semesters the required cumulative grade point average has not been met, the student will be dismissed and will not be eligible for re-admission to the College. Upon academic suspension, a student loses financial aid. Before financial aid can be reinstated, the student must enroll at his/her own expense until the grade point average has been raised to the required standard.

A student may appeal academic suspension and dismissal by writing to the vice president for academic affairs (VPAA), documenting circumstances for failure to meet satisfactory academic progress requirements. The VPAA may present the student's case to the Academic Affairs Appeals Committee which will forward a recommendation to the vice president. The vice president will in turn inform the student of the final decision. Appeal letters for all students not enrolled in summer school at Texas College must be received in the Office of Academic Affairs prior to August 1.

ACADEMIC HONESTY. Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty—which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud—is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions including loss of credit, suspension, and dismissal to a student who has been judged guilty of scholastic dishonesty.

STUDENT RECORDS. Student records are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. The official statement of compliance by Texas College regarding FERPA is published in the *Student Handbook*. Academic records for all students are housed in the Office of the Registrar.

REQUIREMENTS FOR GRADUATION. Candidates for a degree must complete the following:

1. Satisfy all curriculum requirements for the major and/or minor as listed in the College Catalog, including:
 - The general education courses and institutional requirement courses
 - Earn a grade of “C” or better in all courses required in the major and/or minor subjects
 - Pass departmental comprehensive and/or exit examinations and complete all required projects if applicable
2. Must be enrolled the semester the degree is to be awarded if the candidate not completed requirements for graduation. Only under special circumstances will the student be permitted to take courses at another institution during the semester the degree is awarded.
3. All financial obligations must be settled prior to receipt of the diploma.

4. Arrange a curriculum review with their academic advisors at least two semesters prior to the anticipated graduation date. The advisor must submit the completed official curriculum review (via co-signed degree plan) no later than August 30 for May candidates. The Registrar will notify students of their status prior to the next registration period.

5. Requests to substitute required courses in a curriculum must be submitted with justification to the chairperson of the division in which the student is enrolled. If the division chair approves the request, he/she submits the request to the vice president for academic affairs for approval. If approved, the vice president notifies the registrar. The student must officially clear all substitutions by the first Friday in November for the first semester or by the first Friday in March for the second semester of the proposed graduation year.

6. Transfer students must complete the last 30 hours in residency at Texas College to be awarded a degree from the College.

Students may complete their degree requirements during the fall, spring, or summer terms. The official date is placed on the diploma and on the student's permanent record. Texas College holds a single graduation exercise each year in May. Only those students who have completed **all** degree requirements may participate in the graduation exercise. The actual diploma is awarded after all requirements and financial obligations are satisfied.

APPLICATION FOR GRADUATION. The student must complete an application for graduation during the prescribed period (see College Calendar). If requirements are not completed by the time specified, a new application must be filed. It is the student's responsibility to verify his/her status with the Registrar. A graduation fee is required and must be paid for each application for graduation.

Degrees are conferred in May at the close of the spring semester of each academic year and at other times as determined by the Board of Trustees. Students completing **all** coursework during the fall, spring, and/or summer terms are eligible to participate in the commencement ceremony in May. **Degree candidates cannot participate in the graduation ceremony with coursework deficiencies.** The official date of graduation is placed on the diploma and the student's permanent record. A fee is charged to each person applying for a degree at Texas College regardless of whether they participate in the graduation ceremonies or not.

The following steps are required when applying for graduation:

- Each student must apply for graduation the semester prior to the expected date of completion. A deadline for application is listed in the annual calendar. A graduation application form can be obtained from the Registrar's Office.
- Each student should have a degree plan on file in the Registrar's Office and in his/her advisor's office.
- The degree candidate must pay the non-refundable \$150 graduation fee at the Business Office and present the receipt of payment along with the graduation application to the Registrar's Office.
- All tuition and fees owed to the College must be paid before the candidate can receive the diploma or participate in the graduation ceremony.

The above steps should be completed by the posted deadlines to ensure that candidates' names can appear in the commencement program. Appearance of a candidate's name in the commencement program does not guarantee graduation.

CLASS ATTENDANCE POLICY. The student is responsible for attending all lectures, seminars, laboratories, and field work for each registered class—beginning with the first day of class scheduled—in order to verify registration with instructors, and to complete all work assigned for the course. If a student

does not attend class during the first week (first five instructional days) of the semester, or does not attend five consecutive class sessions and does not give prior notification to the instructor of reasons for absence and intent to attend the class, the student may be recommended to the vice president for academic affairs to be administratively withdrawn from the course. The instructor should read the rules governing class attendance and absences to each of the assigned classes at the beginning of each semester. These attendance regulations will be strictly enforced.

The student will be held accountable for adhering to the College Attendance Policy. Instructors are not obligated to allow students to submit late assignments because of their absence unless the absences have been officially approved. An officially approved absence, however, gives the individual who missed the class an opportunity to do the work assignment late but in no way excuses him/her from the work required. Official excuses are granted by the vice president for student affairs for authorized College activities, verified personal illness, or illness or death in the student’s immediate family. Students should understand that absences may jeopardize their grades. A student will be permitted one unexcused absence per credit hour of the course in which he/she is enrolled. Any student whose unexcused absences exceed the number permitted may, at the discretion of the instructor, be assigned a grade of “F” or be dismissed from the class.

Absences will count from the first official date of classes and not from the first day the student attends. It is the responsibility of the instructor to keep an accurate attendance record of all students enrolled. Students receiving veterans’ benefits are required to attend classes according to the regulations of the Veterans Administration in addition to those regulations set by the College for all students.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in Table VI below:

Table VI: Excused absences and acceptable documentation

Reason	Documentation
Personal illness or illness of immediate family member	Physician’s statement
Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearance, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor or notice from either the Office of Academic Affairs or Student Affairs

Students are expected to be punctual in attending classes. Two tardies to class shall be counted as one absence. The effect of such absences upon student grades shall be consistent with the College policy on unexcused absences from class. A tardy is defined as arriving in the classroom after the designated time of the beginning of the class according to the official schedule of classes. Punctual and regular attendance is required for chapel/lyceum programs, concerts, recitals, and other activities deemed relevant to the educational experience.

CHAPEL/LYCEUM ATTENDANCE. All students are required to attend a minimum of 15 clock hours a semester of regularly scheduled and special chapel/lyceum (assembly) programs, accumulating to 120 hours as a graduation requirement. Failure to show diligence in meeting the assembly/chapel attendance requirement may become grounds for disciplinary action prior to graduation and could result in denial of approval for graduation at the commencement time requested. Students enrolled through the accelerated evening programs for working adults (the Success and Religious Studies programs) are to attend a minimum of 4 hours (in a 15-month period) to meet the requirement. Students who attend the minimum required hours for chapel/lyceum will receive one-half (.5) credit per semester recorded as a credit/no credit (C/NC) grade.

PREREQUISITES. Some courses require prerequisites to assure appropriate foundation. Prerequisites are stated in the course description. Students must meet **all** prerequisites **before** enrolling in a particular course.

COURSE EXEMPTION/SUBSTITUTION. Any substitution must be approved by the appropriate division chairperson and the vice president for academic affairs. Students who require exemption from or substitution of physical education activity courses must present relevant documentation to the area coordinator of physical education.

MAJORS AND MINORS. Normally a major consists of a minimum of twenty-four (24) semester hours in a field of specialization; however, there may be some departmental variations. Students who have not chosen a major field of study by the end of the freshman year are encouraged to do so no later than the beginning of the sophomore year. A minor is required in selected disciplines; however, a student is free to choose a minor field of study in any discipline of interest. Students should discuss selection of a minor with the faculty advisor for their major field. A grade of “C” or better is required in the major and/or minor courses to fulfill degree requirements for graduation.

The student declares, or identifies, the major on the registration form obtained in the Registrar’s Office. To change a major and/or a teaching field once it is declared the student must petition for the change by executing the proper form furnished by the Office of the Registrar and obtain approval from the appropriate division chairperson and the vice president for academic affairs. If a student changes his/her major, the student will be guided by the curriculum/degree plan in existence at the time the major is changed.

DOUBLE MAJOR. Students who have completed all academic requirements for one area of specialization may submit an application to pursue a second major in another subject area. The student will be required to complete the requirements in the second field of concentration in order to qualify for a double major.

CONCURRENT ENROLLMENT. Students who request concurrent enrollment at another college or university must obtain written permission from their academic advisor and the vice president for academic affairs before enrolling. There is a \$100 fee for concurrent enrollment if the student is not taking a full load at Texas College or is taking a course at another institution and the course is offered at Texas College.

AUDITING A COURSE. A student may enroll in courses for audit. The student must indicate at the time of registration the intent to audit. A course that is audited does not yield credit. However, it is recorded on the student’s transcript as having been audited. There is a fee for each course audited.

CANCELED CLASSES. The College reserves the right to cancel any class that does not have a sufficient number of students enrolled to warrant its continuation. If students attempt to add another class they should do so during the scheduled drop and add period listed on the College Calendar.

INDEPENDENT STUDY POLICY. A student will be allowed to take a course on an independent basis if the following conditions are met:

- A written proposal is developed by the instructor in collaboration with the student.
- The proposal and a detailed syllabus must be signed by the instructor and approved by the division chairperson and the vice president for academic affairs.
- The proposal must involve the course syllabus and must meet all of the major objectives of the course.
- The course proposal must be filed and dated by the Registrar at the time of registration.
- The student must meet on a regular basis with the instructor and make progress reports on assignments specified in the independent study proposal.

- Completed work from the course must be available for evaluation by the appropriate division chairperson and the vice president for academic affairs.
- A student may not enroll in more than one independent study course during a semester without approval from the vice president for academic affairs.

Independent study courses are not to be used as a convenience for a student who is unable to schedule classes because of time conflicts. They may be offered at the College's discretion when a student's progress towards his/her degree program is hindered.

REPETITION OF A COURSE. Once the final grade has been given in a course, the grade may not be altered by additional work or by examination. A course in which a grade of "D" or "F" was received **must** be repeated if the course is needed to satisfy degree requirements in the major and/or minor courses. When a course is repeated, the original grade remains on the student's permanent transcript. A student may not repeat a course more than twice. A course will be counted only once in meeting the semester hours required for majors, minors, or graduation.

If a course is repeated, the highest grade recorded is considered the official grade in the course and will be the only grade used in computation of grade point averages. The same principle applies to a student receiving a grade of "D" in major or minor areas of concentration.

CREDIT BY CLEP. Texas College will grant credit to students for successful completion of College Level Examination Program (CLEP) Tests in the general education courses. It is recommended that students visit the CLEP website at www.clep.com for information about registration for the CLEP tests.

CLEP examinations will not affect a student's grade point average and may not be awarded for courses in which a student has received the "D" or "F" grade. Students must seek permission from the vice president for academic affairs to take an examination for credit in the semester in which the requirements for graduation are to be completed. A fee is charged to record CLEP credits. Students who are interested in receiving course credit should check with the Office of the Registrar to obtain a list of subjects in which credit by examination is permitted.

GRADE POINTS. The records of all students are measured both qualitatively and quantitatively at the end of the academic year, including the summer term. Official designation of a student's academic standing is made according to the Official Degree Audit and is certified by the registrar. Grade point calculations are based on a 4.00 scale. Non-punitive grades, including incompletes (I's) and no credit (NC), are not counted in the computation of the cumulative grade point average. Allowable transfer credits and grades will be included in the calculation of the cumulative grade point average.

CHANGE OF NAME, ADDRESS, AND/OR TELEPHONE NUMBER. If a change occurs in a student's name, telephone number, permanent mailing address, or local address while attending the College, prompt notification must be given to the Office of the Registrar. The student is responsible for all communications mailed to the latest address given to the College.

VETERANS' BENEFITS. Veterans and their dependents may receive benefits only for courses that are necessary for graduation. Any deviation from the curriculum guidelines must have an advisor's recommendation. Veterans/dependents may not audit a course or repeat a course in which they have previously earned a satisfactory grade and receive Veterans' Administration benefit payments on such credit hours. Veterans/dependents transferring from another college must have their official transcripts sent to Texas College as soon as possible for evaluation. Veterans/dependents who fail to do this subject themselves to loss of benefits in accordance with Section 1775 of Title 38 of the U.S. Code. Veterans/dependents must inform the Office of the Registrar promptly of any changes in their name, address, or in the number of

dependents or any other changes in their enrollment status that would affect their Veterans' Administration benefits or curriculum.

SCOPE OF CATALOG. A student may graduate under the catalog in use when entering, provided work pursued is completed within six years. However, the College reserves the right to make effective, during the course of this period, any new ruling which may be of significant value to the student's preparedness in the major and to substitute courses for those that may be discontinued. Therefore, should a student take more than six years to complete a curriculum, the student will be required to meet the new curricula requirements including any increase in the total number of credit hours. A student, at any time, may elect to complete graduation requirements stated in the most recent catalog.

ACADEMIC HONORS

The following academic honors are awarded to students who meet the criteria:

Presidential Scholars. Full-time students who maintain a grade point average of 3.80 - 4.00 for two (2) consecutive semesters while enrolled in at least 12 semester hours of regular course work are entitled to be honored as Presidential Scholars.

Who's Who Among Students in American Colleges and Universities. Each year Texas College is invited to submit nominees for inclusion in Who's Who Among Students in American Colleges and Universities, a comprehensive directory of outstanding American college students that cites students for their academic accomplishments, personality, ability for leadership, and participation in extra-curricular activities. Students are nominated by the College Scholarship Committee.

Dean's List. A grade point average of 3.50 to 3.79 in regular course work for two consecutive semesters entitles a full-time student (12 semester hours) to be placed on the Dean's List. Those students who maintain high scholastic averages are also eligible for nomination to membership in appropriate national honor societies at the College.

Honor Roll. At the end of each semester, the Office of the Registrar prepares a list of all full-time students enrolled in at least 12 semester hours of regular course work who have achieved a grade point average of 3.00 to 3.49.

The computation of grade point averages in assessing student eligibility for academic honors is based upon regular collegiate courses only.

ACADEMIC PROGRAMS

The total educational program at Texas College is arranged to permit flexibility in the selection of courses by the individual in any curriculum. Moreover, considerable attention is given to the acquisition of a common base of general knowledge in the liberal arts, upon which a program of specialization might be built. To this end, a common core of general education courses must be completed satisfactorily by all students regardless of degree plans.

MAJOR DIVISIONS. Four academic divisions comprise the Texas College educational program:

- Business and Social Sciences
- Education
- General Studies and Humanities
- Natural and Computational Sciences

BACCALAUREATE DEGREE PROGRAMS. Texas College students may pursue either a Bachelor of Arts (B.A.) degree or a Bachelor of Science (B.S.) degree in the following areas:

Art	Liberal Studies
Biology	Mathematics
Business Administration	Music
Criminal Justice	Physical Education
Computer Science	Political Science
English	Religious Studies
History	Social Work
Interdisciplinary Studies	Sociology

Minor fields of study include the following areas:

African American Studies	History
Biology	Mathematics
Business Administration	Political Science
Chemistry	Religious Studies
Computer Science	Social Work
Criminal Justice	Sociology
English	

ASSOCIATE DEGREE PROGRAMS: Texas College students may pursue an Associate in Arts degree in Early Childhood Education and General Studies.

TEACHER CERTIFICATION PROGRAMS. Individuals who desire to teach may obtain teacher certification in the areas of academic specialization presented in Table VII:

Table VII: Teacher Certification Programs

Certification level	Disciplines
Early childhood - grade 6	Generalist
Grades 4-8	English, language arts, and reading Science Social studies
Early childhood - grade 12	Art Music education Physical education
Grades 8-12	English, language arts, and reading History Life sciences Mathematics Science Social studies Technology applications

The College also offers a post-baccalaureate alternative teacher certification program for early childhood – grade 6 certification.

THE SUCCESS PROGRAM. The Success Program is an adult degree completion program. Adults ages 25 and above may enroll in the Success Program to complete the Bachelor of Science (B.S.) degree in Business Administration with a concentration in Organizational Management. This degree program is designed for the working adult who has completed approximately two years of college credits. Success students attend class one evening a week and designated Saturdays, thus minimizing interference with work schedules and family responsibilities. Interested, prospective students should contact the Success Office at 903-593-8311, ext. 2316.

GENERAL EDUCATION COURSES AND INSTITUTIONAL REQUIREMENTS. All students aspiring to become candidates for the Bachelor of Arts or Bachelor of Science degree must complete a maximum of 54 semester hours of general education courses and eight hours of institutional requirements. The underlying objectives of these courses are to:

- Provide students with a background of essential information and experiences from which they can acquire skills needed to succeed in meeting demands of society.
- Provide an opportunity for students to acquire knowledge and skills in various subject matter fields that address students’ interests and inclinations.
- Afford channels through which students must perform required critical and creative thinking to assimilate the knowledge and skills gained.
- Offer learning experiences which will evaluate the level of students’ abilities to engage in independent inquiry.
- Assist students in developing a value process that will enable them to become socially conscious.
- Create within students the desire to emulate those who have achieved scholarly eminence.

The general education courses are presented in Table VIII, followed by the institutional requirements:

Table VIII: General Education Courses

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
Computer science and Mathematics		6
COSC 1301	Computer Literacy	3
MATH 1314	College Algebra (a second, higher level math taken in the major)	3
Fine Arts and Humanities		6
ARTS 1301 or MUSI 1301	Art Appreciation or Introduction to Music	3
RELI 1311	Survey of the Bible (or other lower-level religious studies course)	3
Health and Physical Education		4
HLTH 2301	Essential Elements of Health	3
PHED	Any 1-hour activity course	1
Language and Literature		18
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL	Any 2000-level literature course	3
SPAN 1301	Elementary Spanish I	3
SPAN 1302	Elementary Spanish II	3
SPCH 1301	Fundamentals of Speech Communication	3
Natural Science		8
BIOL 1401	Life Science (for non-biology majors)	4
BIOL 1402	General Biology I (for biology majors)	4
BIOL 1403	General Biology II (for biology majors)	4
PHYS 1401	Introduction to Physics (for non-biology majors)	4
Social Science		12
GOVT 2305	U.S. National Government (for non ed. majors)	3
GOVT 2306	State and Local Government (for ed. majors)	3
HIST 1301	History of the U.S. to 1877	3
HIST 1302	History of the U.S. since 1877	3
SOCI 1301	Introduction to Sociology	3
Total		54

Institutional requirements:

- All first-time freshmen and transfer students are required to take First-Year Seminar I and II, the College orientation courses; 2 credit hours for each course for a total of 4 credit hours.
- Chapel/lyceum CHPL 1101 is a graduation requirement of 0.5 credits per semester for a total of 4 credit hours.

DEVELOPMENTAL EDUCATION AND ACADEMIC SUPPORT

Texas College is committed to helping students develop the skills needed to optimize the probability of success—both academically and socially. In support of this aspect of the mission, the College provides developmental education courses and learning support services to assist students in being successful as they matriculate through their higher education experience.

DEVELOPMENTAL EDUCATION PROGRAM. The primary role of the developmental education courses is to prepare students to enroll in the college-level courses offered after placement testing (pre-testing) in the basic academic skills of grammar, writing, study-reading, and basic mathematics/pre-algebra. The preparation provided enables students to begin college-level courses with greater confidence and ability to comprehend and integrate subject matter at a more advanced level than experienced at the high school level.

Developmental education courses. Developmental education courses are structured classes aimed at providing basic skills assistance in writing, reading, and mathematics. Enrollment in the courses presented in Table IX is **required** based on results of placement exams:

Table IX: Developmental education courses

Course code and number	Course name	Credit hours
MATH 0201	Developmental Mathematics I	2
MATH 0202	Developmental Mathematics II	2
READ 0201	Developmental Reading I	2
READ 0202	Developmental Reading II	2
WRIT 0201	Developmental Writing I	2
WRIT 0202	Developmental Writing II	2

Admission to and transfer from the developmental education courses. New students and transfer students are tested prior to registration to determine their eligibility for enrolling in college-level courses—a process called “placement testing”. Credits for developmental courses from other institutions are not accepted for transfer in lieu of completing the developmental courses at Texas College. Students who meet one of the following criteria may be exempt from placement testing and do not have to enroll in developmental education courses:

- Students whose composite SAT math and verbal scores is 790 or higher or whose ACT composite math and verbal score is 17 or higher (these scores must be less than five years old).
- Students who meet or exceed the required exit scores on all sections of the Pre-TASP (Texas Academic Skills Program) Test or PTT—the placement test being used by the College.

Students who do not meet either of the above are required to enroll in the appropriate courses according to their tests results. Students who are required to take developmental education courses can enroll in a maximum of 14 credit hours each semester.

Once students have passed the course(s) and the exit exam(s) of the respective course, they are then permitted to enroll in college-level courses.

ACADEMIC SUPPORT. The Student Learning Center (SLC) provides academic assistance for the student body. The following services are offered and students are strongly encouraged to take advantage of these services:

- The SLC **tutorial team** provides an invaluable service to all Texas College students. Tutoring services, in virtually every subject offered at TC, are provided to assist students with sharpening their academic skills. Tutoring is done by students and faculty.
- The **early-alert system** monitors students' progress by flagging poor attendance and low grades. This approach to sustainability confronts potential dropouts with an encounter of hope and attempts to redirect them to the path of academic success.
- The **First-Year Seminar** (FYS) courses prepare first-year and first-time students not only to cope with the rigors of their college experience, but also to thrive and be successful in their college career. The FYS accomplishes this by engaging in student assessment, teaching success strategies, and exposing them to College policies, procedures, and services.
- **Academic advising** of first-year students comprises another crucial component of the SLC. Each first-year student is assigned a specially trained first-year advisor. Research shows that good advising may be the single most underestimated exercise in higher education.

The SLC is located on the first floor of the D. R. Glass Library. Contact the Center at 903-593-7199.

DIVISION OF BUSINESS AND SOCIAL SCIENCES

The Division of Business and Social Sciences is comprised of the following five programs: Business Administration, Criminal Justice, History, Political Science, Social Work, and Sociology. To earn the bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements. The objectives of the Division are to prepare students to:

- become leaders in their chosen discipline;
- reflect on aspects of human development, heritage, and endeavor; and
- pursue careers in the public and private sector.

BUSINESS ADMINISTRATION

The Department of Business Administration offers a curriculum leading to the Bachelor of Science degree in Business Administration. The Business Administration program touches upon the disciplines of management, accounting, finance, marketing, and economics.

OBJECTIVES: Students majoring in Business Administration will:

- develop an understanding of the basic philosophy and principles of the American economic system that made America great; and
- interpret as well as effect change in today's domestic and global business environments.

THE SUCCESS PROGRAM. The Success Program is an accelerated business administration degree program serving adults ages 25 and older. Please see the Division of Evening, Weekend, and External Programs for more information on this program.

CRIMINAL JUSTICE

The Division of Business and Social Sciences offers an interdisciplinary program leading to the Bachelor of Science or Bachelor of Arts degree in Criminal Justice. The curriculum is both broad and flexible, permitting students to pursue course work in a variety of criminal justice topics cutting across law enforcement, courts, corrections, research, policy analysis, and planning operations. Students may pursue coursework in the traditional criminal justice or forensic science concentration.

OBJECTIVES. Students majoring in criminal justice are trained to seek employment opportunities with the Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), Alcohol Tobacco and Firearms (ATF), U.S. Immigration and Naturalization, law enforcement agencies, correction facilities, and social service agencies—the traditional concentration; and to work in federal, state, country, municipal and private laboratories, as well as allied fields including chemical and pharmaceutical industries, the insurance industry, toxicology, clinical chemistry laboratories, and other crime scene investigation agencies—the forensic science concentration.

HISTORY

The Department of History offers two programs of study leading to the Bachelor of Arts or Science degree in history (Plan I) or a concentration leading to teacher certification (Plan II). The programs are broadly conceived to reflect all aspects of human development, heritage, and endeavor. Course offerings in the programs are designed to prepare students for careers in a variety of settings: elementary and secondary education, higher education, public museums, historical achieves, law, the ministry, business, politics, and government. The department offers two minors in history and African American studies.

OBJECTIVES. The main objective in the history program is to provide students with the opportunity to pursue a broad-based liberal arts education that best suits individual needs, intellectual interest, and career goals. The history program:

- provides the basic knowledge of the past that gives perspective to human events and meaning to life;
- makes the knowledge generated from the study of history become a reservoir for intelligent response to past and contemporary human events;
- emphasizes logical thinking and analytical examination of narratives;
- promotes intellectual curiosity, synthesis of complex ideas, and preparation of students for graduate work; and
- encourages reading, writing, and independent research.

POLITICAL SCIENCE

The Division of Business and Social Sciences offers programs of study leading to the Bachelor of Science or Bachelor of Arts degree in political science. The political science program offers two curriculum options: (1) the American Studies Option prepares students for entering law school by exposing them to constitutional law and political philosophy; and (2) the International Studies Option prepares students for graduate and professional study or for careers in the foreign service, international organizations, or the various international support agencies.

OBJECTIVES. The political science program:

- helps develop the critical and analytical skills necessary to understand how political systems function and how to make rational decisions about government policies;
- provides a foundation of theory, knowledge, values, and skills for students who are interested in pursuing advanced study in graduate or professional school; and
- prepares students for careers in the public and private sectors by incorporating marketable skills into the general curriculum.

SOCIAL WORK

The Division of Business and Social Sciences offers programs of study leading to the Bachelor of Science or Bachelor of Arts degree in social work.

OBJECTIVES. The principal objective of the social work program is to prepare students for advanced social work practice. The program is designed to:

- develop professional leaders through a social work program of direct instruction;
- provide a curriculum that integrates academic and field-based training, allowing students to learn and apply theory concurrently;
- provide a curriculum which will prepare students for immediate employment after the bachelor's degree; and
- provide students with the knowledge necessary for pursuing advanced study in graduate or professional school.

SOCIOLOGY

Sociology explores the multiple functions, structures, and organizations of the social system that affect the social interaction of humans living in a rapidly changing society. The sociology program prepares its

graduates to enter careers in human services, business, commerce, education, research, and government, while providing students with knowledge about traditional human needs and those of the global society of the 21st century. Sociology students examine contemporary trends, evaluate emerging patterns of social interaction, formulate and/or modify social policies, identify internal and external change agents, study procedures of social control, and explore methods to resolve problems stemming from societal structural inequities and inequalities.

OBJECTIVES. The Sociology Department:

- offers students a basic knowledge of sociology;
- enhances skill development in scientific inquiry;
- prepares graduates for graduate and/or professional school admission;
- increases skill in using sociology to understand everyday experiences; and
- provides instructional support for the liberal arts core.

For additional information on a program of study in the Division of Business and Social Sciences, please consult with an advisor in the division. Degree plans issued upon request.

DIVISION OF EDUCATION

The Division of Education prepares students to become competent professionals in leadership roles in diverse educational communities. Students have the opportunity to become involved in two teacher education organizations on campus: the campus chapter of the Association of Childhood Education International (ACEI) and the Pi Lambda Theta Honor Society for those students who qualify. Throughout the academic year future teachers students are able to meet and learn from superintendents, principals, and renowned public and private school teachers. Texas College offers the Bachelor of Science degree, the Associate in Arts degree, and the post-baccalaureate alternative teacher certification program. To earn the associate's or bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

OBJECTIVES: Texas College offers programs of study to prepare students to become:

- Early childhood, elementary, middle, and high school teachers;
- Teacher aids and assistants; and
- Directors of child care centers.

BACHELOR OF SCIENCE DEGREE. The Division of Education offers the interdisciplinary studies major leading to teacher certification in the following areas: early childhood through grade 6 (EC-6); grades 4 through 8; grades 8-12; and early childhood through grade 12 (EC-12).

Baccalaureate Degree Programs. The following certification programs are offered:

- Early Childhood-Grade 6 (EC-6) Generalist: English, Language Arts, and Reading; or Mathematics
- Grades 4-8: English, Language Arts, and Reading; Social Studies; or Science
- Grades 8-12: English, Language Arts, and Reading; History; Life Science/Biology; Mathematics; Science; Social Studies; or Technology Applications
- EC-12 All-level: Art; Physical Education; or Music

ADDITIONAL TEACHER CERTIFICATION PROGRAMS. Teacher certification programs are offered in the following teaching fields:

- **Associate in Arts Degree in Early Childhood** (see Division of Evening, Weekend, and External Programs)
- **Post-baccalaureate teacher certification program** (see Division of Evening, Weekend, and External Programs)

For additional information on a program of study in the Division of Education, please consult with an advisor in the division. Degree plans issued upon request.

DIVISION OF EVENING, WEEKEND, AND EXTERNAL PROGRAMS

The Division of Evening, Weekend, and External Programs is designed to provide quality courses for life-long learning (non-credit), academic certification, and degree programs via evening and weekend courses. Courses are offered in the traditional classroom setting as well as on-line to reach a wide populous of prospective students. The Division offers a variety of educational, business, and professional programs for adults, families, and the community through its external, paraprofessional, post-baccalaureate, religious studies, and Success programs.

EXTERNAL PROGRAMS. The College offers community-based programs to the public, allowing opportunities for persons to pursue non-credit courses and courses to upgrade or learn new skills to move forward in the workforce. Courses may be in the traditional classroom setting or on-line.

PARAPROFESSIONAL PROGRAM. Objectives of the paraprofessional program are to:

- prepare students to become paraprofessionals—teacher aides and assistants; and
- offer paraprofessionals the opportunity to become **certified teachers** by completing the associate in arts degree program in early childhood education.

POST-BACCALAUREATE PROGRAM. The main objective of the post-baccalaureate program is to allow persons with at least a bachelor's degree the opportunity to complete course requirements for **teacher certification** in the state of Texas.

Post-baccalaureate teacher certification fields:

- Early Childhood – Grade 6 Generalist: Early Childhood and Elementary
- Grades 4-8 or 8-12 (middle or high school): English, Language Arts, and Reading
- Grades 4-8 or 8-12 (middle or high school): Mathematics
- Grades 4-8 or 8-12 (middle or high school): Science and Life Science

RELIGIOUS STUDIES PROGRAM. The Religious Studies Program offers persons interested in Biblical teachings and theology the convenience of taking several courses on-line.

SUCCESS PROGRAM. The Success Program is an accelerated business administration degree program serving adults ages 25 and older. Objectives of the program are to assist students to:

- acquire an accelerated bachelor of science degree in business administration in as little as 18 months;
- develop interpersonal, written, and oral communication skills; and
- develop an understanding of research techniques and applications.

For additional information on a program of study in the Division of Evening, Weekend, and External Programs, please consult with an advisor in the division. Degree plans issued upon request.

DIVISION OF GENERAL STUDIES AND HUMANITIES

The Division of General Studies and Humanities is comprised of the following areas: Fine Arts, General Studies, Languages and Literature, Liberal Studies, Physical Education, and Religious Studies. Within the Fine Arts Department students may major in studio arts or music. Within the Languages and Literature Department students may major in English. In keeping with the liberal arts philosophy of Texas College, the Division of General Studies and Humanities advocates that the social, intellectual, and creative heritage of humankind is indispensable to the development of the total person and the competent worker.

Texas College offers the Associate in Arts degree with a major in general studies and the Bachelor of Science and/or Bachelor of Arts degrees with majors in English, liberal studies, music, physical education, religious studies, and studio art. To earn the associate's or bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

OBJECTIVES. Objectives of the Division of General Studies and Humanities are to provide students with:

- a knowledge and an understanding of their cultural heritage;
- good communication skills;
- the ability to reason and use good judgment;
- an awareness of and competency in various disciplines; and
- a knowledge of value differences and a consciousness of personal values, their implications in day-to-day decisions, and their relationship to the values of others and of other societies.

FINE ARTS

The Fine Arts (FA) Department offers academic studies in **music and studio art**—vital disciplines in the development of a cultured and well-rounded human being. These constitute the heart of a liberal arts undergraduate education; therefore, the Department makes available to students a rich variety of human experiences and expressions. Courses in art, music, and drama foster the awareness of the human potential for creativity, imagination, and appreciation for beauty. These courses provide exposure to works representative of ideas and values through the ages. The Department offers the Bachelor of Arts and Bachelor of Science degrees in music and studio art.

OBJECTIVES OF THE MUSIC PROGRAM. Objectives of the music program are to:

- provide the competencies, skills, techniques, and pedagogical concepts necessary to produce a good musician;
- offer opportunities for acquaintance, training, and participation in music; and
- provide an opportunity for students to interpret and create, to the highest level individual and group performances.

OBJECTIVE OF THE STUDIO ART PROGRAM. The objective of the studio art program is to provide a solid foundation in aesthetics and experiences that will enable students of all ages to acquire the knowledge, skills, and attitudes of creating, teaching, valuing, and promoting the arts in communities, institutions, and the world.

GENERAL STUDIES

The General Studies major is a generalist major. It gives students exposure to the history, philosophy, and scientific and mathematical bases that are the foundation for today's cultures and civilizations. Students gain a better understanding of their undergraduate specialty as a result of experiencing various disciplines in General Studies. It prepares students for entry level employment in business, industry, government, and public service. Once students successfully complete the requirements for the Associate in Arts degree, they may petition to enroll in a baccalaureate degree program.

OBJECTIVES. The general studies program is designed to:

- enable students to gain a broad-based foundation in the arts, sciences, and humanities while having flexibility in developing their educational goals; and
- assist students in developing critical thinking, problem-solving, communications, research, and writing skills.

LANGUAGES AND LITERATURE

The Languages and Literature Department offers a major in English and courses in Spanish, speech, developmental writing, and developmental reading.

OBJECTIVES. The objectives of the Languages and Literature Department are to:

- help students develop the ability to speak and write with clarity and correctness;
- help students develop the ability and the desire to listen, speak, and to read with understanding and discrimination;
- acquaint students with the principal ideas, trends, and forms of English, American, and world literature;
- familiarize students with the development of the English language;
- provide an intensive study of at least one author and one literary form;
- help students develop the ability to use the tools of criticism and research;
- develop in students an awareness of the cultures of the world, including their own; and
- develop student proficiency in a foreign language.

THE ENGLISH MAJOR. The Languages and Literature Department has two plans for those who wish to major in English: Plan I is the Standard Teacher Certification Program and Plan II is the non-teaching English Program. The Department offers the Bachelor of Arts degree as well as the Bachelor of Science degree in English. The Bachelor of Arts degree requires successful completion of a minimum of twelve (12) semester hours in the same foreign language.

LIBERAL STUDIES

Liberal Studies provides an opportunity for students to explore major social, cultural, economic, environmental, and political issues through the lenses of scientific inquiry, ethical consciousness, historical contexts, and aesthetic awareness. The Liberal Studies major is for students who wish to pursue careers that utilize a broad liberal arts background, including government, public relations, journalism, criminal justice, small business management, non-profit service, and marketing. The Liberal Studies program is an interdisciplinary concentration comprised of complementary fields of study in four focus areas. In order to complete the program students are required to complete an approved internship. Students choose one focus area from the following options in Table X, studying 12 upper level hours in each among three disciplines within the focus:

Table X: Liberal Studies' Program Options

Focus Area (select one)	Related Disciplines
Business and Technology	Business administration, computer science, mathematics
Communications and Fine Arts	English, music, art, Spanish
Social and Professional Sciences	Business administration, education physical, and a social science
Technology and the Environment	Computer science, natural/environmental science, mathematics

OBJECTIVES: The Liberal Studies program is designed for students who:

- desire a flexible and less specialized educational background suitable for a variety of career fields;
- are returning to college after an interrupted period of study;
- see the value of pursuing more than one area of training;
- need an undergraduate degree for job advancement or self development; or
- seek preparation for graduate work in law, public policy, education, ethnic studies, journalism, economics, criminal justice, public health, urban studies, and/or international relations.

PHYSICAL EDUCATION

The Physical Education Department offers programs leading to the Bachelor of Science and Bachelor of Arts degrees in physical education. The curriculum is pursued through participation in sports clubs; intellectual and social activities; field experiences; workshops; and local, state, and national professional meetings and conventions, in addition to learning the theory and application of the skills and concepts offered through the curriculum. Students may seek to obtain teacher certification in early childhood through grade 12 in physical education or they may choose to pursue careers in recreation, athletics, sports management, and other related areas.

OBJECTIVES. The program leading to a bachelor's degree in physical education provides:

- an understanding of the foundations and principles of physical education;
- an understanding of the skills and techniques for giving instruction in team, dual, and individual sports;
- an understanding of the problems and issues associated with coaching;
- basic principles of kinesiology, physiology of exercise, and tests and measurements in physical education; and
- a discussion of problems and issues associated with administering physical education, intramural, and athletic programs.

RELIGIOUS STUDIES

The vision of the Religious Studies program is to empower those seeking to serve in Christian ministries by providing a broad intellectual foundation. The Department of Religious Studies nurtures an informed, rich, and committed interest in Biblical teachings and theology. The program enables students to have the preparation needed for advanced study in a seminary or divinity school.

OBJECTIVES. The Religious Studies program offers students the opportunity to:

- learn the basic tenets of Christianity;
- understand the development of the Bible; and
- understand the development of the Christian church.

For additional information on a program of study in the Division of General Studies and Humanities, please consult with an advisor in the division. Degree plans issued upon request.

DIVISION OF NATURAL AND COMPUTATIONAL SCIENCES

The Division of Natural and Computational Sciences is comprised of the Departments of Computer Science, Mathematics, and Natural Sciences. The Department of Natural Sciences includes biology, chemistry, and physics. Students may elect to major in biology, computer science, or mathematics and minor in biology, chemistry, computer science, or mathematics. To earn the bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

OBJECTIVES. The Division of Natural and Computational Sciences:

- offers students a basic knowledge of the sciences;
- develops skills, concepts, and methodologies of scientific inquiries;
- prepares students for professional and advanced studies in mathematics and sciences;
- provides pre-professional training in medicine, dentistry, pharmacy, nursing, and engineering; and
- provides training for teachers.

BIOLOGY

The Department of Biology offers diversified programs that enable students to select a curriculum that best suits their career goals. A baccalaureate path with a major or minor in Biology is available to the students. The biology program is ideal preparation for students pursuing the following allied health careers: nursing, occupational therapy, physical therapy, and chiropractic medicine. The program provides the skills necessary to enter professional programs as well as professions in industry, agribusiness, food management, cosmetics, pharmaceuticals, and the retail industry. The secondary teaching certification requirements may also be fulfilled with the biology major.

OBJECTIVES. The biology major is designed for students who seek:

- a career as a professional biologist in industry;
- graduate studies and research in the biological sciences;
- preparation necessary for studies in nursing, medicine, dentistry, optometry, veterinary medicine, pharmacy, and medical technology; and
- combined training in physical education and health-related fields.

CHEMISTRY AND PHYSICS

The chemistry and physics subject areas together constitute the physical sciences within the natural sciences. The chemistry program offers courses that prepare students for continued studies in chemistry, for chemically-related professional careers, and for industrial employment positions. A strong chemistry background is also necessary to prepare students for careers in the biological sciences, health, science teaching, and allied health careers.

OBJECTIVES: The objectives of the chemistry and physics programs are to:

- provide a strong and competitive minor program in chemistry;
- provide teacher training requirements;
- prepare students for continued training in chemistry, the biological sciences, and health related careers;
- prepare students for chemistry related industrial employment; and

- provide knowledge and skills in the physical sciences required for the appreciation of the natural and technological world.

COMPUTER SCIENCE

The Department of Computer Science offers a 132 semester hour program of study leading to the Bachelor of Science degree in computer science. Students with a GPA of 3.20 can be nominated for the UNCF/Melon Undergraduate Fellowship Program, or the Ronald E. McNair Post-baccalaureate Achievement Program, both of which prepare students for graduate school.

OBJECTIVES. The Computer Science Department:

- trains students to be computer literate;
- enables students to function efficiently in this information age;
- provides students with a foundation of theory, knowledge and skills for students who desire to pursue advanced study in computer science or related fields;
- prepares students for a smooth transition to graduate school; and
- prepares students for productive careers in the public and private sectors.

MATHEMATICS

The Mathematics Department offers programs of study leading to a Bachelor of Arts or Science degree in mathematics and a Bachelor of Science degree in mathematics with teacher certification.

OBJECTIVES. Objectives of the mathematics program are to:

- provide students with a broad education in pure and applied mathematics;
- provide a foundation of theory, knowledge, and skills for students who desire to pursue advanced study in mathematics;
- provide education and training for prospective teachers; and
- offer students opportunities to gain appreciation of the artistic nature and cultural beauty of mathematics.

For additional information on a program of study in the Division of Natural and Computational Sciences, please consult with an advisor in the division. Degree plans issued upon request.

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INDEX

	Page
Academic Advisement.....	25
Academic Honesty.....	27
Academic Honors.....	32
Academic Probation.....	27
Academic Programs.....	33
Academic Proficiency Examinations.....	26
Academic Suspension and Dismissal.....	27
Academic Support.....	36
Admission of International Students.....	10
Admission Requirements for First-time Freshmen.....	9
Admission Requirements for Re-Admit Students.....	10
Admission Requirements for Summer Transient Students.....	12
Admission Requirements for Transfer Students.....	10
Admission to Summer Term.....	11
Advanced Placement.....	12
Alternative Certification Program.....	41
Application Fee.....	14
Application for Graduation.....	28
Application Process.....	16
Assistance for Students with Disabilities.....	20
Associate Degree Programs.....	33
Associate in Arts Degree (teacher certification).....	41
Athletics.....	21
Auditing a Course.....	30
Automobiles and Parking.....	22
Baccalaureate Degree Programs.....	33
Biology.....	47
Board of Trustees, Administration, Faculty.....	49
Business Administration.....	38
Cancelled Classes.....	30
Career Services.....	21
Change of Name, Address, and/or Telephone Number.....	31
Change of Registration.....	25
Change of Schedule Fee.....	15
Chapel/Lyceum Attendance.....	29
Chemistry.....	47
Class Attendance Policy.....	28
Classification.....	24
CLEP Credit Recording Fee.....	15
College Calendar.....	8
Computer Science.....	48
Concurrent Enrollment.....	19, 30
Concurrent Enrollment Fee.....	15
Conditional Admission.....	12
Counseling Services.....	20
Course Audit Fee.....	15
Course Credit.....	24
Course Examinations.....	26
Course Exemption/Substitution.....	30
Course Load.....	24
Credit by CLEP.....	31
Criminal Justice.....	38
Dean's List.....	32
Developmental Education Program.....	36

Dining Services	20
Double Major	30
Early Admission and Admission of Honors Scholars	12
Education	41
Eligibility Requirements	16
English	43
Excessive Load Fee.....	15
Extra-Curricular Activities.....	22
Financial Aid	16
Fine Arts	43
General Education Courses.....	34
General Information.....	12
General Studies	44
Grade Points	31
Grade Reports.....	26
Grading	26
Graduation Fee	15
Health Services.....	21
History	39
Honor Roll.....	32
Honors' Organizations.....	22
Identification Cards.....	22
Independent Study Policy	30
Languages and Literature	44
Late Registration	25
Late Registration Fee	15
Liberal Studies.....	44
Library Services	21
Loosing and Reinstating Financial Aid.....	18
Mail Services.....	22
Major Divisions.....	33
Majors and Minors	30
Mathematics	48
Music	42
Non-Liability of College for Injury or Loss	22
Orientation.....	24
Parking Fee.....	14
Physical Education	45
Physics	47
Political Science	39
Pre-Registration.....	24
Prerequisites	30
Provisional Admission.....	12
Presidential Scholars	32
Publications.....	22
Refund Policy	19
Registration Fee	14
Registration Process.....	24
Religious Programs.....	20
Religious Studies.....	46
Repetition of a Course	31
Requirements for Graduation	27
Residence Life.....	20
Room and Board	20
Room Reservation Fee.....	14
Satisfactory Academic Progress	26
Satisfactory Academic Progress for Federal Student Aid.....	17
Social Work	39
Sociology	40

Scope of Catalog	32
Student Learning Center.....	36
Student Records.....	27
Student Services.....	20
Student Support Services.....	20
Student Teaching Fee.....	15
Studio Art.....	42
Success Program	34
Teacher Certification Programs.....	33, 41
Transcript Fee.....	15
Tuition and Required Fees.....	14
Types of Financial Aid	16
Veterans' Benefits.....	31
Who's Who Among Students in American Colleges and Universities.....	32
Withdrawal from College	25