

FRANK PHILLIPS COLLEGE



BORGER, TEXAS

DALHART, TEXAS

PERRYTON, TEXAS

SIXTY-FOURTH CATALOG

2022 – 2024

SPRING 2022

VOLUME LXIII

Welcome from the Administrative Council

The Board of Regents, Administration, Faculty, and Staff at Frank Phillips College are pleased to welcome you to the campus and look forward to helping you meet your educational goals. As you choose your field of study, whether it be in a technical, academic, or agriculture field, your success is uppermost in the minds of all who advise, educate, and support you.



(Front to Back) ; Provost of Rahll Campus, Ilene Walton; Executive Assistant to the President, Jody Nolen; Provost of Allen Campus, Cassi Laxton; Dean of Workforce/CTE, Taryn Fraley; Associate Dean of Instruction, Dr. Byron Housewright; Chief Financial Officer, Teri Langwell; Vice President of Institutional Advancement, Jackie Brand; Executive Vice-President of Academic Affairs, Dr. Shannon Carroll; and President, Dr. Glendon Forgey.

FPC is the northern-most community college in the state, located at the top of the Texas Panhandle, where the spirit of the Plainsman stands proud. Frank Phillips College has been dedicated to serving the top nine counties of the Texas Panhandle since 1948.

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2021 – 2022 Academic Calendar

	Fall 2021	Spring 2022	Summer I 2022	Summer II 2022	Summer Long 2022
Residence Halls Open for Occupancy Cafeteria Opens Classes Begin Final Day to Register First Day of Class 2 nd 8 week Pre-Registration for the Next Semester (*TBA) Final Examinations Last Day of Classes Residence Hall Close Graduation Application Deadline Commencement	Aug. 18 Aug. 18 Aug. 23 Aug. 27 Oct. 18 *November Dec. 8, 9, 13, 14 Dec. 14 Dec. 14	Jan. 12 Jan. 12 Jan. 18 Jan. 21 Mar. 21 *April May 4, 5, 9, 10 May 10 May 10 Apr. 22 May 6	June 1 TBA June 6 June 9 July 12 July 12	July 13 TBA July 13 July 14 Aug. 18 Aug. 18 Aug. 18	June 1 TBA June 6 June 9 Aug. 11-12 Aug. 18 Aug. 18
PAYMENTS AND REFUNDS Final Day to pay without late fee Final Day for Payment Plan Final Day for 100% Final Day for 70% Final Day for 25% Refund Final Day for 70% 1 st 8 week Final Day for 25% 1 st 8 week Final Day for 70% 2 nd 8 week Final Day for 25% 2 nd 8 week	Aug. 20 Aug. 20 Aug. 20 Sept. 13 Sept. 20 Sept. 1 Sept. 3 Oct. 27 Oct. 29	Jan. 14 Jan. 14 Jan. 14 Feb. 7 Feb. 14 Jan. 27 Jan. 31 Mar. 30 Apr. 4	June 2 June 2 June 2 June 13 June 15 June 30	July 12 July 12 July 12 July 20 July 25 Aug. 4 Aug. 11	June 2 June 2 June 2 June 21 June 30 Aug. 4 Aug. 11
ADD/DROP AND TOTAL WITHDRAWALS Final Day to Drop Without Penalty Final Day for Section Changes Final Day for Section Changes 1 st 8 week Final Day for Section changes 2 nd 8 week Final Day to Withdraw from a Course Final Day to Withdraw from a Course 1 st 8 week Final Day to Withdraw from a Course 2 nd 8 week Final Day to Totally Withdraw from All Courses	Aug. 20 Sept. 3 Aug. 27 Oct. 22 Nov. 19 Oct. 8 Nov. 19 Dec. 3	Jan. 14 Jan. 28 Jan. 21 Mar. 25 Apr. 22 Mar. 4 Apr. 22 Apr. 29	June 2 June 7 June 30 July 7	July 12 July 14 Aug. 4 Aug. 11	June 2 June 8 Aug. 4 Aug. 11
HOLIDAYS AND BREAKS Labor Day Holiday Fall Break Christmas Holiday Martin Luther King Jr. Day Spring Break Good Friday Holiday Memorial Day Independence Day	Sept. 6 Nov. 22-26 Dec. 20-Jan. 7	Jan. 17 Mar. 14-18 April 15 May 30	July 4		
MINI TERM DAYS Fall Mini Term May Mini Term	Dec. 20-Dec. 31	May 16-May 27			
FACULTY/STAFF INFORMATION Offices Open Employee In-service (Date may change) Faculty Report Staff Report	Aug. 16 Aug. 16	Jan. 10 Jan. 11 Jan. 10 Jan. 10			

Information is subject to change without notice. Updated on 10/16/2019- OES

2022 – 2023 Academic Calendar

	Fall 2022	Spring 2023	Summer I 2023	Summer II 2023	Summer Long 2023
Residence Halls Open for Occupancy Cafeteria Opens Classes Begin Final Day to Register First Day of Class 2 nd 8 week Pre-Registration for the Next Semester (*TBA) Final Examinations Last Day of Classes Residence Hall Close Graduation Application Deadline Commencement	Aug. 17 Aug. 17 Aug. 22 Aug. 25 Oct. *November Dec. , , , Dec. 1 Dec. 1 	Jan. 1 Jan. 1 Jan. 1 Jan. Mar. 2 *April May , , , May May Apr. 2 May	May 30 TBA June 5 June 6 July 11 July 11 	July 12 TBA July 12 July 13 Aug. 17 Aug. 17 Aug. 17 	May 30 TBA June 5 June 8 Aug. 17 Aug. 17 Aug. 17
PAYMENTS AND REFUNDS Final Day to pay without late fee Final Day for Payment Plan Final Day for 100% Final Day for 70% Final Day for 25% Refund Final Day for 70% 1 st 8 week Final Day for 25% 1 st 8 week Final Day for 70% 2 nd 8 week Final Day for 25% 2 nd 8 week	Aug. Aug. 2 Aug. Sept. 1 Sept. 2 Sept. 1 Sept. Oct. 27 V	Jan. 1 Jan. 1 Jan. 1 Feb. Feb. Jan. 7 Mar. 30 Apr. 4	June 1 June 1 June 1 June 12 June 14 	July 11 July 11 July 11 July 19 July 24 	June 1 June 1 June 1 June 20 June 27
ADD/DROP AND TOTAL WITHDRAWALS Final Day to Drop Without Penalty Final Day for Section Changes Final Day for Section Changes 1 st 8 week Final Day for Section changes 2 nd 8 week Final Day to Withdraw from a Course Final Day to Withdraw from a Course 1 st 8 week Final Day to Withdraw from a Course 2 nd 8 week Final Day to Totally Withdraw from All Courses	Aug. Sept. Aug. 2 Oct. Nov. 1 o Nov. 1 Dec.	Jan. 1 Jan. 26 Jan. 19 Mar. 23 Apr. 21 Mar. 2 Apr. 21 Apr. 28	June 1 June 8 June 29 July 6	July 11 July 18 Aug. 3 Aug. 10	June 1 June 13 Aug. 3 Aug. 10
HOLIDAYS AND BREAKS Labor Day Holiday Fall Break Christmas Holiday Martin Luther King Jr. Day Spring Break Good Friday Holiday Memorial Day Independence Day	Sept. Nov. 2 -2 Dec. -Jan. 	 Jan. 16 Mar. 13-17 April 7 May 29 	 July 4		
MINI TERM DAYS Fall Mini Term May Mini Term	Dec. -Dec. 3	May 15-May 26			
FACULTY/STAFF INFORMATION Offices Open Employee In-service (Date may change) Faculty Report Staff Report	 Aug. 1 Aug. 1	Jan. 9 Jan. 10 Jan. 9 Jan. 9			

Information is subject to change without notice. Updated on 9/28/2021- OES

General Information

Mission Statement

Frank Phillips College is a comprehensive two-year, community-based educational organization committed to providing high-quality learning experiences and services.

The Board of Regents, administration, faculty, and staff are united in their commitment to the accomplishment of this mission.

In accordance with its mission, the institution endeavors to assist each individual in acquiring the skills, facts, values, and attitudes necessary to participate in and contribute to the democratic society in which we live.

The College operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy and other basic skills programs for adults; and
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards, in the best interest of post-secondary education in Texas.

Accreditation

Frank Phillips College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Frank Phillips College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Approved by

Texas Department of Licenses and Regulation
Texas Education Agency
Texas Board of Nursing
Texas Higher Education Coordinating Board

Member of

Council for Higher Education Accreditation
National Junior College Athletic Association
NAFSA: Association of International Educators
Southern Association of Community Colleges
Texas Association of Business Officers
Texas Association of College Registrars and Academic Officers
Texas Association of Community Colleges
Texas Association of Student Financial Aid Administrators
Western Junior College Athletic Conference
Community College Association of Texas Trustees

Foundations of Excellence in the First College Year

Frank Phillips College is committed to student success and recognizes that a student's first year in college largely determines the student's ability to reach goals and lay strong foundations for the future. Frank Phillips College shares the following Vision for all students:

Frank Phillips College will provide the opportunity for all students to experience educational excellence in and out of the classroom through a culture that supports progressive practices, research, and academic student services designed to support all students during their enrollment because the college is

- an institution that is driven by planning, which has a foundation in data and research.
- an institution whose primary focus is on educational excellence.
- an institution whose culture is one of positive change and progress.

Philosophy Statement

The faculty and staff of Frank Phillips College are committed to providing a quality educational experience to all students. Through programs and policies designed to ensure the engagement, growth, stimulation, and self-reflection of students, the College commits to providing the following:

- the highest quality of instruction;
- an opportunity to experience diversity and tolerance;
- individual and thoughtful advising;
- a smooth transition into the college culture;
- co-curricular activities for residential and commuter students;
- a safe environment in which to learn;
- a comfortable relationship between students and faculty and staff;
- an extensive and exhaustive evaluation of services to students; and
- the skills necessary to become life-long learners and productive in a global economy.

Core Beliefs

Frank Phillips College's faculty, staff, and administration collectively adopted a set of core beliefs that underlie all operations, functions, policies, and purposes of Frank Phillips College in its mission to serve students. The following core beliefs were adopted in 2016:

1. Quality matters because students matter.
2. Where our students come from is not as important as where they are going.
3. Challenge the status quo to create innovative momentum.
4. Do the right thing with integrity, honor, and accountability.
5. Love what you do. You make the difference.

History

In 1946, the Borger Independent School District applied to the State Board of Education for authority to establish a junior college. Borger Junior College District was created by a vote of local citizens on June 15, 1946. Because Phillips Petroleum Company had extensive holdings in the Borger area, the board requested and received permission from Frank Phillips, founder of Phillips Petroleum, to nickname the college Frank Phillips College. The opening day for admission of students was September 6, 1948.

The College operated in a building built jointly with the Borger Independent School District and shared the facility with Borger High School until the College moved to its present location in 1956.

The College served primarily as a junior college offering arts and sciences courses until 1973 when the curricula was expanded to include vocational courses. Since that time a number of vocational, occupational-technical, workforce development, and allied health programs, along with an extensive array of continuing education and community service courses, have been added to the curricula.

During the 1970's, Frank Phillips College established off-campus sites in Canadian, Dalhart, and Perryton, Texas, and has since expanded its offerings throughout the top nine counties of the Texas Panhandle. In addition, FPC offers cosmetology certificates to students in Dumas and Hereford and the surrounding areas.

Buildings & Facilities

Classroom Learning Complex (CLC) – the CLC was built in 1956 and houses the science laboratories, Allied Health, Licenses Vocational Nursing, general classrooms, faculty offices, the Teacher Work Center, the Counselor's office, and the Office of Educational Services.

Plainsmen Gym – the Plainsmen Gym was built in 1956 and is used for athletic practices, student recreational events, and cross-fit exercises which are open to the public.

Fine Arts Building – the Fine Arts Building was built in 1960 and contains a 500-seat auditorium, cafeteria, art laboratory, choir practice rooms, general classrooms, three community meeting rooms, and faculty offices.

Library Building – the J.W. Dillard Library was built in 1967 and houses the Office of the President, Board of Regents meeting room, Business Office, Student Financial Services Office,

the Library Resource Center, The Barnett-Stern Center for Holocaust Remembrance, IT offices, Student Central, College Advancement Office, distance-learning (DLR) classrooms, general classrooms, and other offices.

Stephens Hall – the men's residence was built in 1967 and contains rooms for 120 students.

Goins Hall – the women's residence was built in 1967 and contains rooms for 80 students.

Tyler Street Dorm – the co-ed residence was renovated in 2005 and contains rooms for 40 students.

Agricultural Sciences Building – the Ag Sciences Building was built in 1983 and contains a plant science lab, farm shop, animal sciences laboratory, general classrooms, faculty offices, a greenhouse, and the Monsanto meeting room.

Borger Community Activity Center (BCAC) – the BCAC was built in 1983 and is a physical activity complex containing an indoor pool. The facility also includes two racquetball/handball courts, an aerobics/dance studio, two cardiovascular fitness centers, a gymnasium, and a large free-weight room, as well as separate machine weight rooms for men and women. The Plainsmen coaching staff and BCAC administrative offices are also housed in the BCAC.

Academic Readiness Center (ARC) / TRiO Building – The ARC/TRiO Building was built in 1991 and offers a variety of student support services. The ARC houses FPC's Writing Coach, the free student tutoring program, the TRiO Program, and academic-use computer stations.

Weatherly Family Half-Dugout – The half-dugout is a replica of the original homestead, which was built in 1897. The half-dugout is open by appointment for tours.

Service Drilling Southwest Center for Access and Innovation – The CAI was built in 2002 and was a \$3.5 million community-based project. The CAI houses the Cosmetology classrooms, lab, and faculty offices and the Career & Technical Education faculty offices, classrooms, community meeting room, the Instrumentation & Electrical Technology Program, and the Process Technology Program. Borger High School also utilizes the graphic design laboratory.

Warren Chisum Welding & Safety Training Building – The Welding and Safety Training Building opened in January 2009 and is a \$1.3 million, 15,000 square foot, state-of-the-art facility housing FPC's Safety Training Center, classrooms, offices, and a large welding and fabrication area.

Frank Phillips College Allen Campus – the FPC Allen Campus is located in Perryton, Texas, and opened in the fall of 2005. The 25,000 square foot facility allows students in Ochiltree County and the surrounding area access to credit-bearing and continuing-education classes. The Allen Campus is located at 2314 S. Jefferson in Perryton. Residents of the area can choose from a wide variety of instructional programs and course offerings, as well as a full complement of extended education courses, including business and industry training, extended education and adult learning opportunities.

Frank Phillips College Rahl Campus – the FPC Rahl Campus is located in Dalhart, TX and opened in the summer of 2018. The 24,000 square foot facility provides area residents the ability to participate in fully transferable, core academic classes taught locally and via distance learning technology. Area residents have access to FPC's wide variety of instructional programs and course offerings and a full complement of continuing education support services, including business and industry training, extended education, adult learning opportunities, and children's summer activities.

Frank Phillips College Cosmetology Centers – FPC Cosmetology Centers are located in Borger and Perryton, Texas. The Centers provide a full cosmetology program for nail technology, cosmetology, and instructor certificates. Dual-credit students may also earn their cosmetology licenses. Clients can receive a full range of services completed by students with supervision from licensed instructors with cosmetology experience.

Livestock Genetics Center – the FPC Livestock Genetics Center was built in 2016 and houses the Embryo Transfer Program. A classroom, laboratory, and barn offer students the opportunity to pursue certification in embryo transfer. The Center also provides embryo transfer services for the general public.

Family Educational Rights & Privacy Act

Frank Phillips College informs students of the Family Educational Rights and Privacy Act of 1974 through the college website and catalog. Incoming students are informed at Student Central and during registration at remote sites and provided an opportunity to choose who may access their records. In addition, an email is sent to all students, including those enrolled in distance or correspondence education, each fall, spring, and combined summer semesters explaining how to access FERPA information. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Educational Services.

Statement of Confidentiality

Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and signed written consent or where required by law or regulation. Information is released to high-school counselors upon request if the student is currently enrolled as a dual-credit student.

A student's record is open for inspection by the student's parents or guardians if the student is under eighteen years of age. The rights of the parents are transferred to the student on the student's 18th birthday.

The Director of Enrollment Management is the custodian of a student's academic record. A student's academic record may include application for admission information, residency certificate, immunization certificate, date of school entry, student schedules and schedule changes, academic work completed, attendance, standardized achievement test scores,

transcripts from previous schools attended, and various Veterans' Administration forms. Transcripts from previous schools attended and test scores are the property of Frank Phillips College.

Public information, which may be released upon request, includes a student's name, dates of attendance, classification, degrees and certificates received, awards received, the type of award received (academic, technical or continuing education), field of study, enrollment status (full-time, part-time, undergraduate, etc.), current address (including email), participation in officially recognized activities and sports, weight and height of members of athletic teams, and name of most recent institution attended. **If a student does not wish for this public information to be released, the student is responsible for notifying the Director of Enrollment Management by the last official day to register for a given semester.**

Notice of Nondiscrimination

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities, including employment, admission, treatment, and access to all programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806 457-4200, ext. 732, scarroll@fpctx.edu and/or the Section 504/ADA Coordinator, Becky Green, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 777, bgreen@fpctx.edu.

Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades, incluyendo empleo, admisión, tratamiento y acceso a todos los programas y actividades, según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 732 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Becky Green, 1301 West Roosevelt, Borger, Texas 79007, (806)457-4200, ext. 777, bgreen@fpctx.edu.

Federal law prohibits Frank Phillips College from making pre-admissions inquiries about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admissions decision. If a student requires special services because of disability, the student should notify the 504/ADA Coordinator who will assist the student in communicating the services and ensuring that the student's needs are adequately met.

This voluntary self-identification allows Frank Phillips College to prepare appropriate support services to facilitate the student's learning. Some services may require written professional verification of the disability and are handled on an individual basis. This information will be kept in strict confidence.

The admission program at Frank Phillips College is based on an open-door philosophy, which

accepts all prospective students for enrollment regardless of **age, race, religion, color, national origin, sex or handicap in its programs, services or activities** in accordance with federal law. The Director of Enrollment Management is responsible for administering the admission policies and procedures of the College. Questions pertaining to admission to Frank Phillips College should be directed to the Office of Educational Services at (806) 457-4200, ext. 707.

Frank Phillips College has a communicable disease policy for students enrolled. This policy ensures the rights of students and adheres to state and federal regulations guaranteeing the right to privacy of the individual.

Policy Changes

Frank Phillips College is an equal opportunity community college. Policies and other information are subject to change based on state and federal requirements and Board of Regents' action. Changes to policies and other information stated in this *Catalog* will be posted on the catalog link on the college website, www.fpctx.edu, which is considered the official *Catalog*. All contents copyright © 2022, Frank Phillips College Office of Educational Services. All rights reserved

Sexual Assault and Sex Crimes Prevention

Campus Sex Crimes Prevention Act

In compliance with the "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas's Sex Offender Registration Program are required to provide notice of their presence on campus. This information is available at the local police department or at <http://www.txdps.state.tx.us>.

Policy Statement

Frank Phillips College is committed to a positive and productive learning environment in which students, employees, and visitors are free from any form of sexual misconduct. Sexual assault, dating violence, domestic violence, stalking, and any unwelcome physical conduct is prohibited. Frank Phillips College's policies regarding inappropriate conduct extend to all members of the community including students, employees, community members, children, vendors, and all other parties visiting any of the college campuses. The policies apply regardless of gender, sexual orientation, gender identity, age, or ethnicity. FPC seeks to eliminate sexual violence and sex crimes through providing adequate resources for all stakeholders. These resources include information on prevention and actions in the event of an incident, support for the victim, a comprehensive investigation, and a fair disciplinary action.

Definitions

Assault: Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative (Texas Penal Code Sec. 22.01)

Sexual Assault: An offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that

person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor. (Texas Penal Code Sec. 22.011)

Without Consent:

- The actor compels the other person to submit by the use of violence;
- the actor compels the other person to submit by threatening to use violence against the victim or against any other person;
- the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
- the actor knows that as a result of mental disease the other person is at the time of the sexual assault incapable of appraising the nature of the act;
- the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
- the actor has intentionally impaired the other person's power to appraise the victim's conduct by administering any substance without the victim's knowledge. (Texas Penal Code Sec. 22.011)

Prohibited Conduct

FPC prohibits sexual assaults including rape, fondling, dating and/or domestic violence, and stalking. Such behavior interferes with the productive learning and working environment valued by FPC and endangers the welfare of students, employees, and community members. Attempting to engage in sexual assault, encouraging sexual assault, or sexually assaulting a person on the Frank Phillips College property is a violation of college standards of conduct.

Retaliation

All persons are free from retaliation for reporting sexual assault or unwanted sexual aggression against themselves or others.

Reporting Sexual Misconduct and Assault

Any person who has experienced an incident of sexual assault, dating or domestic violence, or stalking should consider reporting the incident to law enforcement and seeking medical assistance. Seeking law enforcement and medical assistance as soon as possible may help preserve any important evidence to be used in a legal investigation. FPC encourages any victim of sexual assault, dating or domestic violence, or stalking to report the incident to college officials. **Employees of Frank Phillips College are required to report sexual misconduct according to the Discrimination/Harassment Policy unless the employee has legal authority of confidentiality.**

Victims of sexual assault should consider the following medical treatments:

- **Get Medical Care as soon as possible after the assault.**
- **Do not shower, douche, or change clothes prior to a medical exam in order to preserve valuable evidence and prohibit contamination of the evidence, which can potentially nullify it as legal evidence at a later time.**
- **If you have changed clothing, place the clothing worn at the time of assault in a plastic bag and take it to the hospital with you.**
- **A specially trained sexual assault nurse examiner (SANE) or other approved medical personnel will usually perform an examination in which the information and documentation of evidence will be collected to be used in a possible prosecution case.**
- **Testing and treatment for possible sexually transmitted diseases may be conducted.**

Victims may notify any local law enforcement authorities and receive assistance from FPC personnel in reporting the incident to an officer of the law. A victim may also file a complaint with the Title IX Officer or campus contacts who will notify the Title IX Officer:

Title IX Officer

Dr. Shannon Carroll
Classroom Learning Complex
Frank Phillips College Borger Campus, Borger
(806) 457-4200, extension 732
scarroll@fpcctx.edu

Ilene Walton
Frank Phillips College Rahll Campus and Coon Memorial, Dalhart
(806) 244-7669
iwalton@fpcctx.edu

Cassi Laxton
Frank Phillips College Allen Campus, Perryton
(806) 648-1450
claxton@fpcctx.edu

Contact Information for Agencies Assisting Victims of Sex Crimes

A victim may seek immediate assistance at any time by dialing 911 or the police department at the following numbers:

Frank Phillips College Borger Campus, Borger

Borger Police Department:

430 Deahl St
PO Box 5250
Borger, TX 79007
(806) 273-0930

Hutchinson County Sheriff's Department

1400 Veta
Borger, TX 79007
(806) 274-6343

Golden Plains Hospital
100 Medical Drive
Borger, TX 79007
(806) 467-5700

Frank Phillips College Rahll Campus and Coon Memorial, Dalhart

Dalhart Police Department:

202 Rock Island
Dalhart, TX 79022
(806) 244-5546

Dallam County Sheriff's Department
501 Denver Avenue
Dalhart, TX 79022
(806) 244-5388
Hartley County Sheriff's Department
900 Railroad Ave
Channing, Texas 79018
(806) 235-3142
Coon Memorial Hospital
1411 Denver Avenue
Dalhart, TX 79022
(806) 244-4571

Frank Phillips College Allen Campus, Perryton

Perryton Police Department:
21 SE 2nd Ave
Perryton, TX 79070
(806) 435-4002
Ochiltree County Sheriff's Department
21 SE 6th Ave
Perryton, TX 79070
(806) 435-8000
Ochiltree General Hospital
3101 Garrett Dr.
Perryton, Texas 79070
(806) 435-3606

Regional Hospital

Northwest Texas Healthcare System Hospital
1501 S Coulter
Amarillo, Texas 79106
(806) 354-1000

Confidentiality

While it is possible that a victim of sexual assault or harassment might wish to remain anonymous, anonymity may not be guaranteed when the investigation would be impeded by keeping the complainant anonymous. In order to investigate a complaint or a discrimination notification, it may be necessary to divulge information that might clearly indicate the victim. FPC personnel assisting the victim in the complaint process will strive to retain confidentiality but will notify the victim if retaining such confidentiality proves to be impossible in moving forward with the investigation.

As in all other instances, Frank Phillips College strives to respect and protect the privacy of students, employees, and community members. However, if a situation of sexual misconduct requires notification of law enforcement or any kind of disciplinary action, the privacy and identity of the accused and the victim

What is the Clery Act?

The Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities throughout the United States to disclose information about crime on and around their respective campus.

Because the law is directly tied to participation in federal student financial aid programs, it applies to most institutions of higher education, both public and private. The act is enforced by the U.S. Department of Education.

By October 1 of each year, institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. Institutions are also allowed to provide notice of the report, a URL if available, and how to obtain a paper copy if desired. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

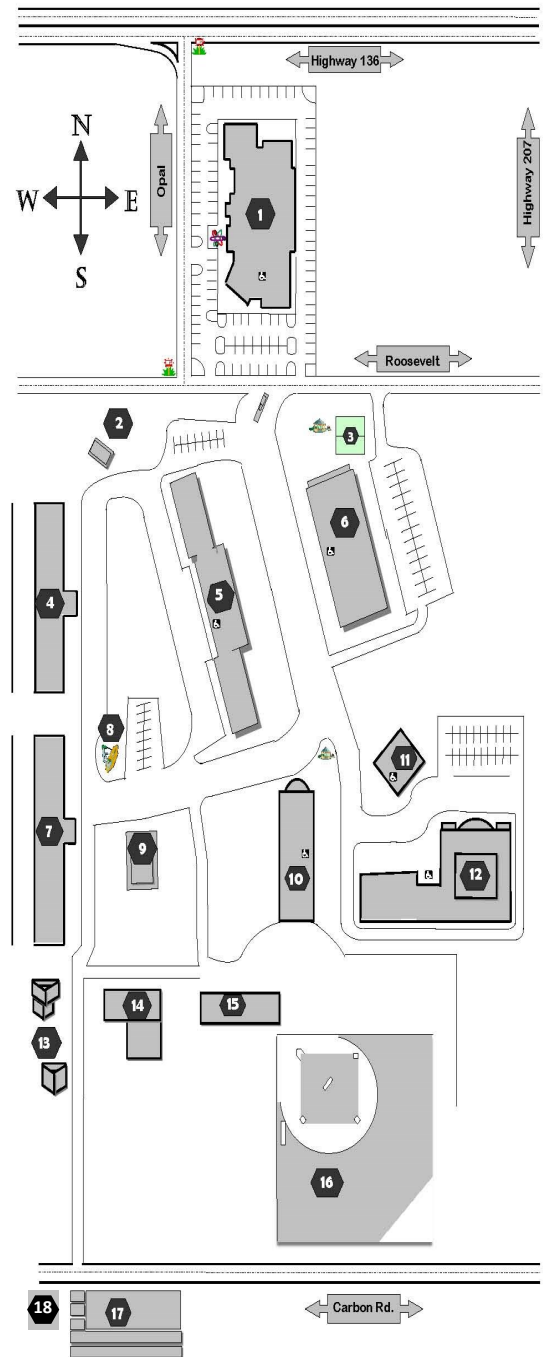
The "Clery Act" is named in memory of 19 year-old Lehigh University freshman Jeanne Ann Clery, who was raped and murdered on April 5, 1986 while asleep in her residence hall room. Jeanne's parents, Connie and Howard discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before Jeanne's murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights. It was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was most recently amended in 2000 to require schools, beginning in 2003, to notify the campus community of where the public "Megan's Law" information regarding registered sex offenders on campus could be obtained.

Borger Campus Map

- 1. Service Drilling Southwest Center for Access & Innovation (CAI)** – Cosmetology Department, Career & Technical Education Offices, Conference Center, I&E classrooms and labs, Borger ISD Technology classroom
 - 2. Weatherly Dugout and Plainsmen Park**
 - 3. Tennis Courts**
 - 4. Goins Hall** - Women's Residence Hall
 - 5. Classroom Learning Complex (CLC)** - Science Labs, Computer Labs, Vocational Nursing Program and offices, Educational Services Offices, Allied Health facilities, general classrooms, faculty offices, & counselor's office
 - 6. Borger Community Activity Center (BCAC)** - Athletic Department Offices, Workout facility, Gymnasium, Pool
 - 7. Stephens Hall** - Men's Residence Hall
 - 8. Pump Jack**
 - 9. The Plainsmen Gym** – Athletic practice facility
 - 10. Library Building** - Library, President's Office, Business Office, Student Central, Student Financial Services Office, Dual-Credit & Extended Education Offices, Publications, IT Office, Distance Learning (DLR) classrooms, faculty offices, AEL(GED) facility
 - 11. Academic Readiness Center (ARC)/TRiO** – Writing Coach, ARC Tutoring facilities, TRiO Offices, academic-use computer lab
 - 12. Fine Arts Building (FA)** - Auditorium, Cafeteria, Meeting Rooms (Gallery, Grasslands, Plainsmen Room), Music and Art classrooms, general classrooms, faculty offices
 - 13. Maintenance**- Physical Plant facilities and offices
 - 14. Warren Chisum Welding Fabrication and Safety Training Center** – Welding Program classrooms, labs, & offices, Safety Training Center offices and classrooms
 - 15. Agricultural Science Building**- Agriculture Program, classrooms, labs, faculty offices, Monsanto room
 - 16. Baseball Field**
 - 17. Rodeo Arena**
 - 18. Livestock Genetics Center**—Embryo transfer lab, classroom, and barn
- Not pictured:** (located off-campus)—Tyler Street Living Facility and the softball field



Frank Phillips College

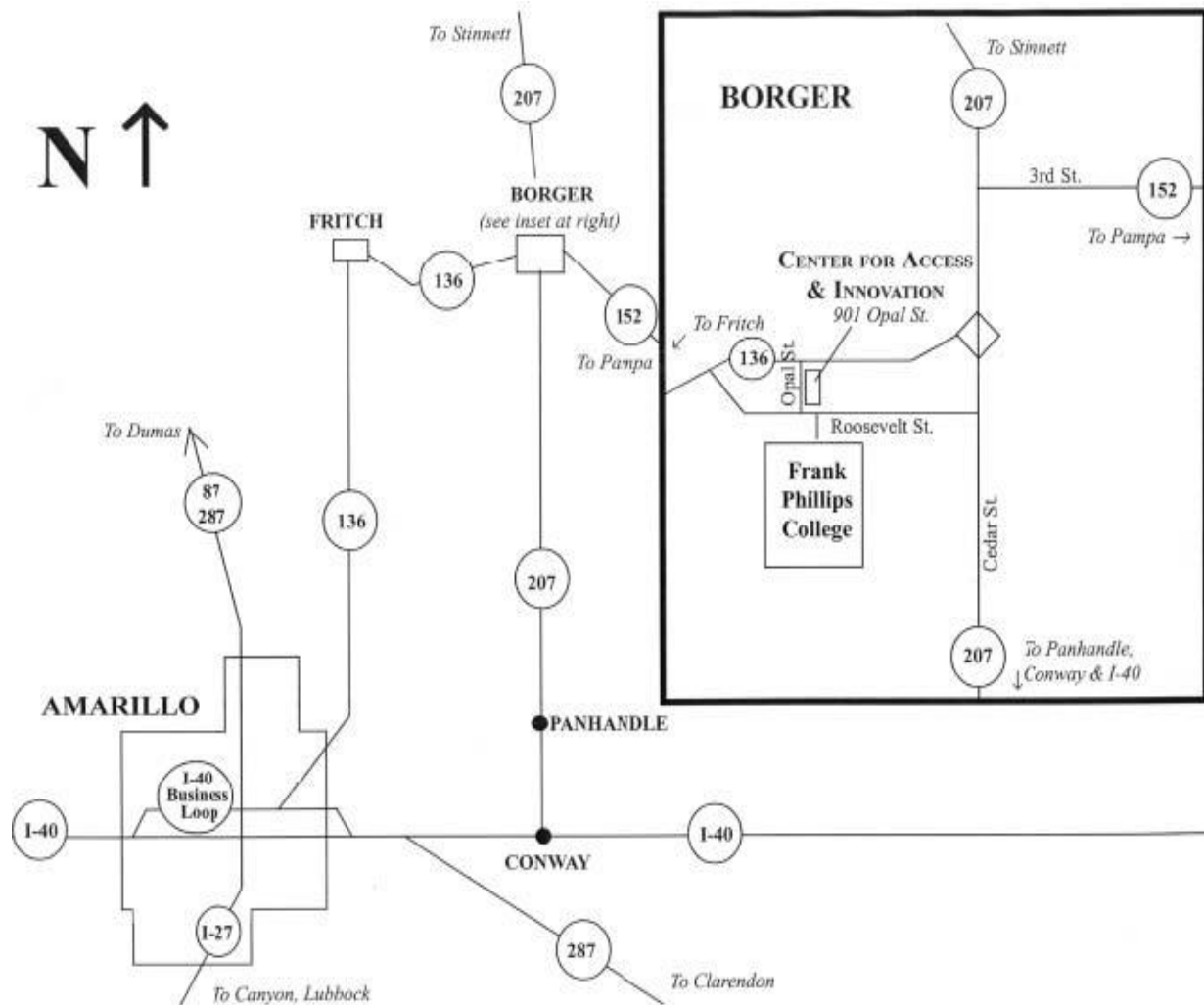
Borger Campus

1301 W. Roosevelt

Borger, TX 79007

806-457-4200

Map to Borger, Texas



Frank Phillips College,

Borger Campus

1301 W. Roosevelt

Borger, TX 79007

806-457-4200

Frank Phillips College Rahl Campus, Dalhart

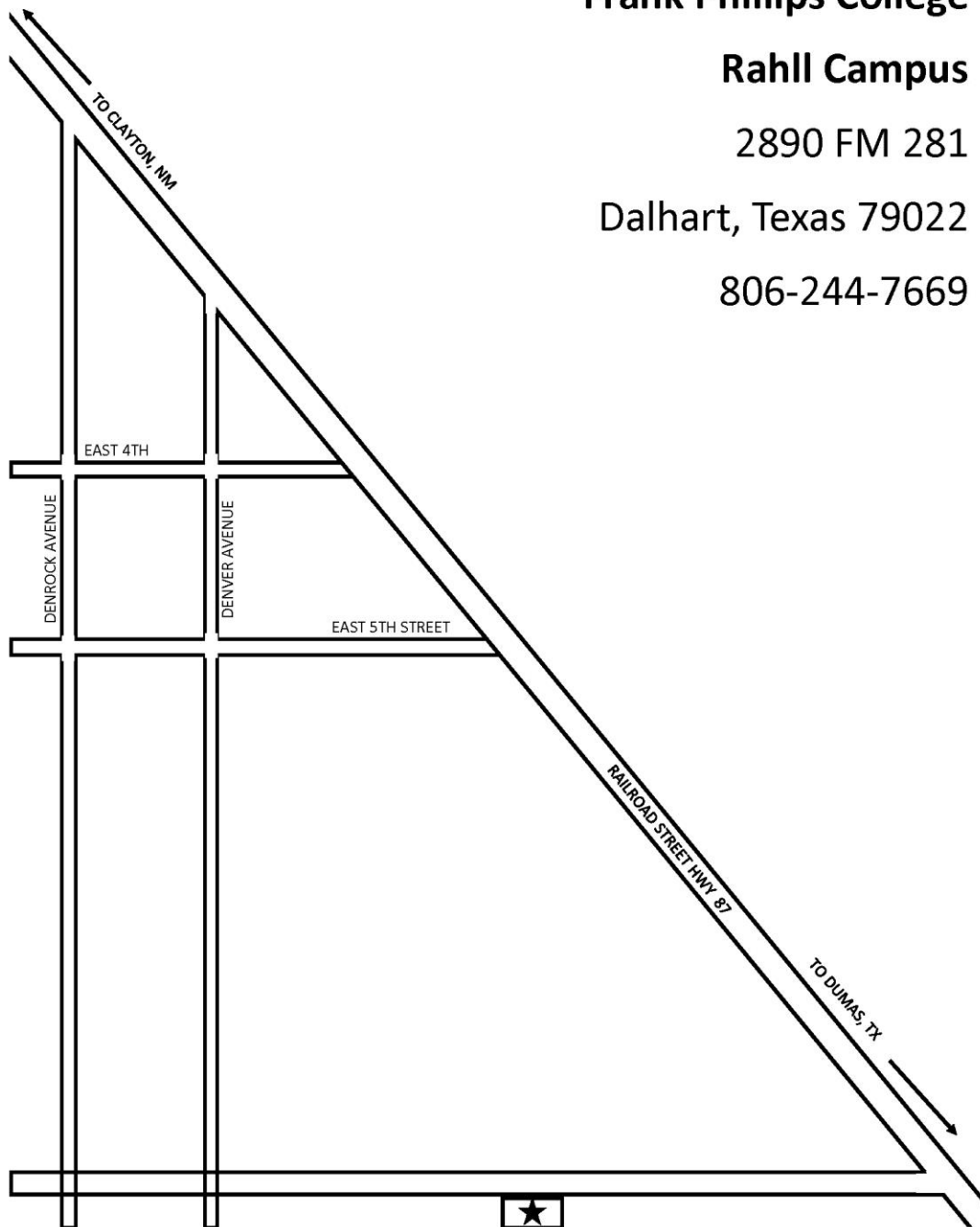
Frank Phillips College

Rahl Campus

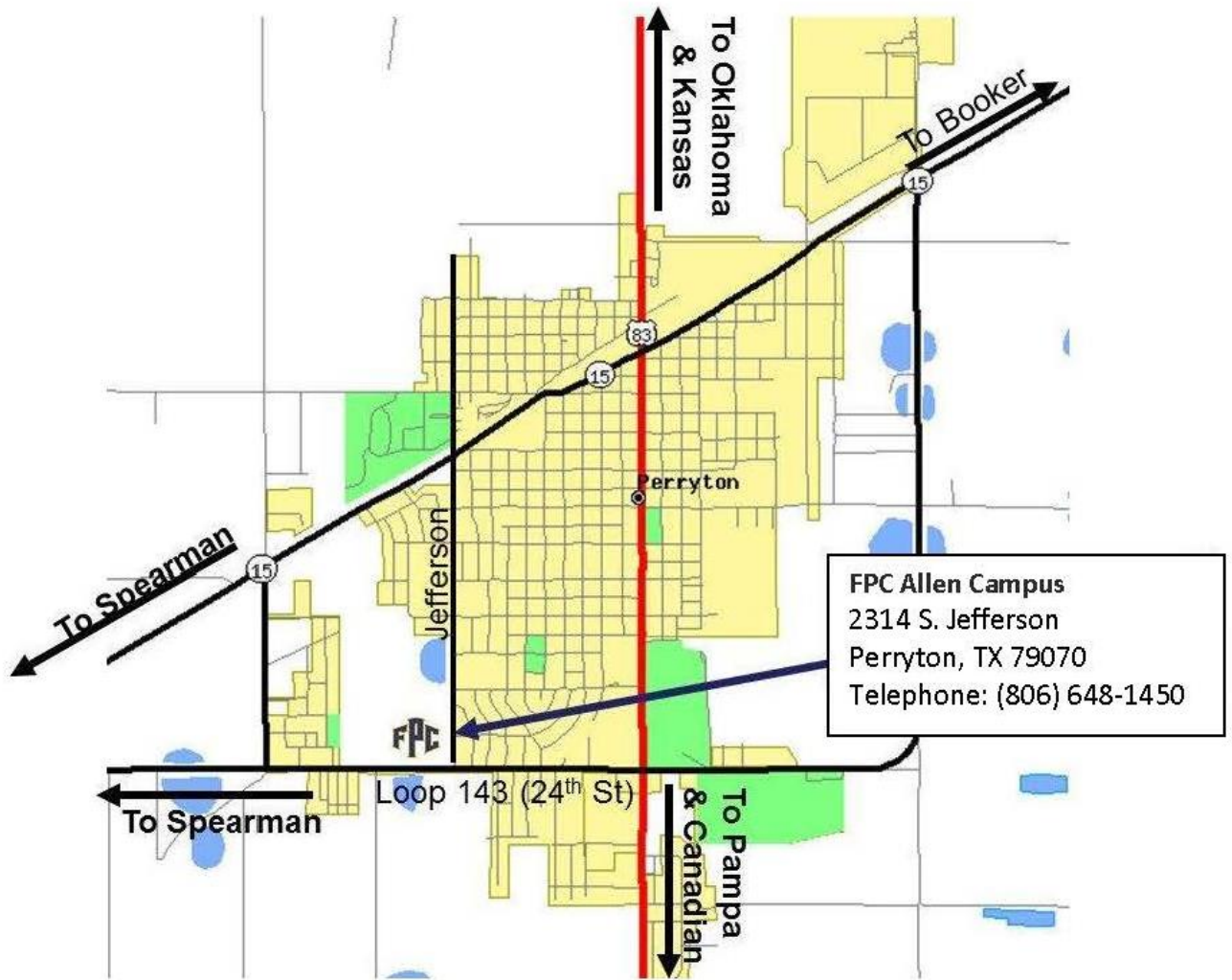
2890 FM 281

Dalhart, Texas 79022

806-244-7669



Frank Phillips College Allen Campus, Perryton



Admission & Registration

College Entrance Test

Students who are entering college for the first time and enrolling in academic-transfer courses are required to demonstrate proficiency at the college level by taking an assessment test prior to registration or meeting an exemption as outlined below. Beginning August 26, 2014 the TSI Assessment is the entrance test used in the state of Texas. The scores are utilized in advising and placement of students in appropriate course work in accordance with the Texas Success Initiative (TSI). Scores are not used as admission criteria. The assessment tests measure strengths and weaknesses in reading, mathematics, and writing. If test scores indicate a weakness in any or all of the skill areas, the student will complete a skill-building, college-preparatory program. The TSI Assessment test is administered at Frank Phillips College and at other Texas colleges on established dates. Registration forms are available in Student Central or at the main office of any FPC location. Students who are classified as “out-of-state” will have the opportunity to take an assessment test at designated times during registration. A scored writing sample must be included in the writing section of the test in order to determine placement. Certain students may be exempt or waived from provisions of the assessment. Specific exemptions and waivers are listed in the following sections.

Exemptions from Provisions of Assessment Test

For Non-Dual Credit Students

Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS/STAAR End-of-Course (EOC) tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS, STAAR EOC) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

Earned degrees: A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.

ACT, SAT, TAKS, STAAR EOC: A student who meets the exemption standards and whose ACT, SAT, TAKS, or STAAR EOC scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly five years.

ACT, SAT, TAKS, STAAR EOC exemption standards are:

ACT: For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding sections(s).

SAT: *Scores for TSI purposes must come from either the old SAT (administered prior to March 2016) or the revised SAT (administered March 5, 2016 or later), but not a combination of old SAT*

scores and revised SAT scores.

For active tests administered prior to March 2016, a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s).

For active tests administered March 5, 2016 or later, a minimum evidenced-based reading and writing (EBRW) score of 480 and a minimum math score of 530. A combined score is no longer needed with this new test.

TAKS (Eleventh Grade Exit Level): A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).

STAAR End-of-Course: A minimum score of 2000 on the English III reading and/or writing test (reading and writing were administered as separate tests through spring 2013) and/or a minimum score of 4000 on the Algebra II EOC test shall exempt a student from the corresponding section(s).

AP/Dual Credit Grades: A student who has satisfactorily completed college-level coursework in a related field using AP scores or dual-credit grades is exempt from the corresponding section(s). See section on AP credits.

Transfers: a student who transfers to a Texas public institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework is exempt from the corresponding section(s).

Military: A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

Waivers

Students may be waived from TSI requirements under the following circumstances:

Non-degree-seeking or non-certificate seeking students may be waived from TSI requirements for the first six hours of credit. Once a student enrolls in the 7th hour of credit, he or she becomes TSI affected. Students who are enrolling in summer courses in between semesters at an out-of-state institution of higher education may be waived from TSI requirements for all summer courses provided they submit a transcript with evidence of enrollment during the previous spring semester. Waivers for non-credential-seeking students must be approved by the Executive Vice President for Academic Affairs or the Director of Enrollment Management.

Certificate programs of one year or less: TSI requirements to not apply to students in Level-One certificate programs.

Military: A student serving on active-duty as a member of the armed forces of the United States or the Texas National Guard; or A student serving as a member of a reserve component of the armed forces of the United States who has been serving for at least the three-year period preceding enrollment.

College-Prep Course: Students are waived if they have taken a college prep course (under TEC, Sec 28.014) that FPC developed with a local ISD or agreed to accept via MOU from another institution. Please contact the Office of Educational Services for more information.

Testing Standards and College-Preparatory Education

Academic degree and transfer students scoring below the state determined level must participate in appropriate preparatory education until all standards are met.

For tests taken prior to November 1, 2021:

Minimum standards for the TSI Assessment test are:

Mathematics – 350

Reading – 351

Writing – Placement score of at least 340 and an essay score of at least a 4; OR
Placement score of less than 340, and an ABE diagnostic level of at least 4, and an essay score of at least 5.

For tests taken November 1, 2021 and later:

	State TSIA2 ELAR Standard (Reading and Writing)	State TSIA2 Math Standard
TSIA2 Assessment	<p>ELAR Score of 945+ AND Essay Score of 5-8</p> <p>OR</p> <p>ELAR Score under 945 AND ELAR Diagnostic Level of 5-6 AND Essay Score of 5-8</p>	<p>950+</p> <p>OR</p> <p>Math Score Under 950 AND Math Diagnostic Level of 6</p>

A student wishing to withdraw from a mandated preparatory course may be required to withdraw from all college-level courses.

Students seeking certificates are not required to take an academic assessment, but participation in development of skills will be determined by the program director and may include tutoring, coursework, and/or career testing. However, if at any time the student changes enrollment to include seven or more hours in academic courses that require TSI completion, the student will be considered a non-certificate seeking student and will enroll in preparatory courses as required by the Texas Success Initiative (TSI). Students enrolled in both a certificate and a degree program must satisfy the requirements of the degree program.

No student may graduate from an associate degree program without meeting the standards of proficiency on the assessment test (unless exempt) or through completion of the applicable college-preparatory courses. A student may not enroll in any junior- or senior-level course at a Texas public college or university until proficiency is achieved.

Students who enroll in preparatory courses because of below-standard mandated scores must attend class regularly. Failure to meet attendance standards in a mandated course will result in the withdrawal from all courses. For more information on the College-Preparatory Program at FPC refer to the Educational Services section of the *Catalog*.

Application and Certificate of Residence

Prospective students will complete a State of Texas Common Application for Admission to Texas Public Colleges & Universities (www.applytexas.org) and must provide or have on file documentation appropriate to the method of admission as listed below. Failure to disclose all previous institutions of higher education is considered dishonest and may result in the administrative withdrawal of the student with no refunds.

The Admission Information Form includes the oath of residency. To be considered Texas residents, students must clearly establish residence in Texas for the twelve months preceding their enrollment. The student is responsible for registering under the proper residence classification and for providing documentation as required. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, **prior to the time of enrollment**, to raise the question for official determination by the administrative staff of Frank Phillips College. Students classified as Texas residents must affirm the correctness of that classification as part of the admission procedure. If classification should change, it is the responsibility of the student to notify the Director of Enrollment Management. Failure to notify the institution constitutes a violation of the oath of residency and will result in disciplinary action.

Bacterial Meningitis Vaccination (SB 1107)

The 77th Texas Legislature requires that all public institutions of higher education notify all new students about bacterial meningitis and to obtain confirmation from the students that they received the information. Visit the Texas Higher Education Coordinating Board website, www.theccb.state.tx.us, for additional information.

Who Must Have the Bacterial Meningitis Vaccination?

All new or returning students (not enrolled in the previous fall or spring term) must be vaccinated for bacterial meningitis. Vaccinations must be administered no fewer than 10 days prior to the student's first day of class. **Students will not be permitted to enroll until a full 10 days have passed since the date of the vaccination.**

What Proof Is Needed?

- A copy of an immunization record is an acceptable form of proof of vaccination and can be mailed, faxed, e-mailed or hand delivered to the Office of Educational Services, Student Central, or to the director at the off-site locations in Dalhart, Dumas, Hereford, and Perryton. **OR**
- A "Refusal of Immunization for Medical Reasons" signed by a physician who is licensed and registered to practice medicine in the United States which states the physician's opinion that the required vaccination would be injurious to the health and well-being of the student. **OR**

- An approved “Texas Department of State Health Services Conscientious Exemption” signed by the student stating that the student has declined the vaccination for reasons of conscience, including religious belief. For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://webds.dshs.state.tx.us/immcojc/>. A copy of the form must be submitted to the designated school official at the institution the student will be attending. These documents are valid for 2 years after the signature date of the notary. For the initial filing, the form must be turned into the school within 90 days of being notarized or it is no longer valid. These forms are not transferable and cannot be photocopied as they are specific to the public junior college.

Students Who Are Exempt:

- Any student 22 years of age or older by the first day of the start of the semester.
- Students enrolled only in online courses.
- Students enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training.
- A student who is enrolled in a dual- credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.
- A student who is incarcerated in a Texas prison.

Direct Your Questions to the Following Offices:

- The Office of Educational Services at 806-457-4200 ext. 707 or 853.
- Student Central at 806-457-4200 ext. 844, 742, or 787.

Where Should I Send My Proof of Vaccination?

Fax to: 806-457-4225, 806-457-4226 or 806-457-4242 **OR**

E-mail to admissions@fpctx.edu **OR**

Mail to: Frank Phillips College, Attn: Office of Educational Services
PO Box 5118
Borger, TX 79008

Deliver document in person to the Office of Educational Services or Student Central at the Borger campus or the main office at the off-campus locations in Dalhart, Dumas, Hereford, and Perryton.

Methods of Admission

High School Graduation

A graduate of an accredited high school may enter Frank Phillips College. An accredited high school (including high schools designed for home schooling) is one that is recognized by the education agency of the state in which the high school is located.

The student is required to have an official high school transcript forwarded to the Office of Educational Services. Transcripts and testing results or proof of exemption should be sent immediately following the close of the last semester of attendance in high school. Though students may be admitted and advised using unofficial transcripts, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide an official transcript and/or proof of exemption will not be allowed to enroll in subsequent semesters until the official transcript is received, nor will official FPC

grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal account.

Certificate of High School Equivalency

Individuals who have attained passing scores on the GED test, the HiSET exam, or the TASC test are eligible for admission to Frank Phillips College.

The individual is required to submit an official score report or certificate of high school equivalency to the Office of Educational Services. Though students may be admitted and advised using unofficial test scores available through the database, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide official reports of scores before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.

College or University Transfer

- Certificate- and degree-seeking students must submit official transcripts from all institutions of higher education previously attended to the FPC Office of Educational Services. Transcripts become the property of the college and will not be returned to the student or forwarded to another school.
- Electronic transcripts sent from another institution of higher education to Frank Phillips College must be sent directly to the Admissions Office at admissions@fctx.edu. Transcripts received by any other office at any location are considered unofficial.
- The transcripts must be evaluated by the Director of Enrollment Management upon receipt at FPC via the completion and approval of the appropriate degree-plan form. In the event that a conditional registration is processed without official transcripts or formal evaluation, the evaluation must be completed prior to the end of the first academic semester or session in which the student is enrolled.
- Transfer students who are not on academic probation or suspension at the institution most recently attended will be admitted in good standing.
- Transfer students who are on academic probation or suspension at the institution most recently attended must meet the criteria for readmission disclosed in the Academic Policies section.
- If a transcript is received that shows academic suspension from the last school attended after the student has completed enrollment at Frank Phillips College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees. Likewise, a student may be administratively withdrawn if a transcript is received that shows testing information contrary to information provided by the student.

Students may be provisionally admitted with unofficial transcripts, but students who fail to provide an official transcript and/or proof of exemption before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received.

Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.

Dual-Credit Enrollment

The dual-credit enrollment program allows high-school students the opportunity to enroll in college courses while still in high school provided they have:

- Achieved the Texas Higher Education Coordinating Board testing standard on STAAR EOC, PLAN, PSAT, ACT, SAT or TSI;
- Been granted permission from the high-school principal or counselor; and
- Been evaluated by the Director of Enrollment Management for admission based on demonstrated ability for the courses in which they seek enrollment.

Certain courses are approved through dual-credit partnerships between the college and local independent school districts for dual-credit high-school and college credit. Dual-credit students enroll in college courses while in high school and earn college credit that the high school will convert to high-school credit for graduation purposes.

To be admitted, dual-credit students must demonstrate college-level proficiency through a standardized test noted above and provide the Office of Educational Services with written approval of the high-school principal or counselor, an official high-school transcript, and state-mandated test scores or proof of exemption.

HB 505, effective immediately, states the Texas Higher Education Coordinating Board may not limit: 1) The number of dual credit courses or hours in which a student may enroll while in high school; 2) The number of dual credit courses or hours in which a student may enroll each semester or academic year; or 3) The grade levels at which a high school student may be eligible to enroll in a dual credit course.

Dual-credit students must adhere to all college policies and procedures set forth in the *Student Handbook*, including, email, CAMS, rules of plagiarism, concerns and complaints, grade appeals, and disciplinary action and appeals.

Satisfying TSI Requirements for Dual-Credit Courses

A high-school student is eligible to enroll and does not need to demonstrate additional college readiness for Level 1 Certificate coursework.

Eleventh Grade

Eligibility for students to take academic dual-credit courses during their junior year is established if the student receives a minimum scale score of 4000 on English II STAAR EOC; 4000 on Algebra II STAAR EOC; or 4000 on Algebra I STAAR EOC AND a passing grade in the Algebra II course (C or better) as applicable.

PSAT/NMSQT, PLAN, and ACT-Aspire tests can be used to establish eligibility for high school junior to take academic dual credit courses.

PSAT/NMSQT: combine score of 107 and minimum of 50 on the reading and/or math test as applicable.

PLAN: Composite score of 23 with 19 or higher in the English and/or math, as applicable

ACT-Aspire: Score of 435 in English or score of 431 in math, as applicable (composite score not a part of criteria).

Twelfth Grade

A student who enrolls in twelfth grade who earned credit in a dual-credit course in the eleventh grade and demonstrated eligibility in eleventh grade under STAAR EOC.

A twelfth grade student who passed dual credit course(s) in eleventh grade and demonstrated eligibility in eleventh grade under PSAT/NMSQT, PLAN, or Aspire.

A student who is granted a TSI waiver to take dual-credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course (reading, writing, and/or math-affected courses), the TSI obligations have been met through coursework, and student enrolling in courses at Frank Phillips College will not have to retest in the applicable section after high-school graduation.

Prospective students, who do not meet one of the methods of admission above for dual-credit, please contact the Director of Dual-Credit at (806) 457-4200, ext. 775.

Special Admission Requirements

In addition to the admission methods listed above, special admission requirements apply to select programs and students as described in the following areas.

Nursing Program

Admission to the vocational nursing program is competitive. Final admission determination and assignment to clinical sites is based on comparative scores on the HESI Entrance Exam. A background verification is required for all students entering the Vocational Nursing Program. The sanction screen, background verification, and drug screen will be performed at the student's expense. The outcome may disqualify a student from continuing in the nursing program. For further information contact the Vocational Nursing Department.

1. Any individual making application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a General Education Development Test Certificate (GED). An official transcript/copy of certificate must be on file in the Office of Admission and Records.
2. Students must meet all the requirements for entrance to the college including taking the college entrance exam and achieve the minimum score set by the college.
3. An official transcript from all colleges attended must be on file in Office of Admission and Records and a copy of all transcripts on file in the Nursing Department.
4. The Texas Board of Nursing now requires students to be Board approved before entering a Nursing program. Therefore, FPC nursing program will require all students to undergo their DPS/FBI criminal fingerprint background check during the Spring/Summer, so results can be obtained **before October 1st**.
5. All Applicants must take the HESI nursing entrance test and achieve the acceptable scores.

6. Two letters of reference must be submitted. Reference letters **should not** be from friends or relatives and **should not** be hand delivered. One letter from a former teacher (college or high school) and the second letter from a former employer or coworker.
7. Upon acceptance applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance. (See page 6 of the Nursing Application)
8. Required immunizations must be completed and submitted to the Borger campus nursing office by October 1st.
9. WECM courses with equivalent or greater clock hours may be transferred to Frank Phillips College Nursing Program if a minimum grade of C was obtained.
10. Three (3) prerequisite courses will be required with an grade of C or higher or other acceptable earned credit by exam before acceptance into the Nursing portion of the course. These include:
 - General Psychology
 - Anatomy and Physiology I
 - Anatomy and Physiology IIFPC also recommends completion of Medical Terminology and General Nutrition prior to beginning the program. However, students may take optional non-credit based courses during the program to gain sufficient mastery.
11. Transfer students will be considered for acceptance to the Frank Phillips College Nursing Program. All courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content compared to FPC course. In addition, the student will be expected to take HESI exams for each course being transferred.

*Students may be granted probationary admission with the understanding that they will have completed all prerequisite courses with a C or higher before beginning the nursing classes. Students who do not earn credit for the prerequisite courses may not be admitted officially into the program.

Athletes

Prior to the first practice for each collegiate year in which they compete, all student athletes participating in NJCAA certified sports must pass a physical examination administered by a qualified health care professional licensed to administer physical examinations. This is an NJCAA rule outlined in Article 5 section 9.

International Students

Frank Phillips College recognizes the educational importance of a continuous international cultural exchange to both the local and world communities. International students receive the same educational opportunities as other Frank Phillips College students. In addition to general application requirements, the college requires that international applicants provide:

- Evidence of satisfactory completion of appropriate secondary education.
- Complete academic records, including official secondary and post-secondary transcripts, indicating an average of a B or above. **All transcripts must be translated into English.**

- Evidence of English Language Proficiency on TOEFL or IELTS. The minimum total score on TOEFL is 70. The minimum overall band score on IELTS is 6.0.
- An affidavit of financial support that includes the source of support and bears the official seal of the verifying bank.

Once admitted, international students must:

- Reside in campus housing.
- Post \$10,694 bond one month prior to the first class day and an additional \$10,694 one-month prior to the beginning of the second year of study.
- Enroll in a minimum of 12 credit hours each semester and show satisfactory academic progress towards completion of a program of study at Frank Phillips College.
- Provide evidence of personal health insurance.
- Maintain the same academic and attendance standards as other students.
- Cooperate with all school personnel.

Questions concerning the admission of international students should be directed to the Director of Counseling, Testing, and Career Services at (806) 457-4200, ext. 777. Extensive information concerning international admissions can be found on the College's web site, www.fpctx.edu, under the Student tab.

Ability to Benefit

Students who have not earned a high-school diploma or a GED may be admitted under special circumstances if they have an ability to benefit from college courses. Students may be allowed to enroll in welding courses while simultaneously enrolled in a GED preparation program. Interested students should contact the Office of Educational Services for more information.

Transfer Transcript Evaluation

Disclosed in the admission guidelines for transfer students is the requirement for submitting all official transcripts from any institutions of higher education previously attended. Failure to note all previous institutions is considered a violation of the application, and students violating this process may be administratively withdrawn with no refunds. It is the intent of Frank Phillips College to evaluate all in-coming transcripts at the time of receipt. However, should a conditional registration be processed without official transcripts or formal evaluation, the evaluation will be completed prior to the end of the first academic term in which the student is enrolled.

The Director of Enrollment Management shall determine transfer of credits and may contact a student's advisor for recommendations of credits to be accepted; when an advisor or counselor recommends a course that is not listed in the *Academic Course Guide Manual* (ACGM), the Director of Enrollment Management will notify the Executive Vice President for Academic Affairs for final approval. Approval for transfer of credits not listed in the ACGM will require documentation that the course is equivalent to the course for which credit is awarded. This documentation may include a course description or a course syllabus from the transfer institution. The Executive Vice President for Academic Affairs will determine the appropriateness of the course for transfer.

Quarter Hour to Semester Credit Hour Conversion

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter

hours by two-thirds (or .67). Since a fraction of a credit hour cannot be awarded, the remaining fraction of semester hour credit is rounded to the nearest whole number from the tenth's position of the decimal. For example, 5 quarter hours are equivalent to 3.4 semester hours, which in turn would be rounded to 3 semester hours of credit: 5 quarter hours x .67 = 3.4 semester hours = 3 semester hours.

Advising Protocol

During their first semester, first-year students are required to make an appointment to meet with an advisor. Once a major is declared, each student is assigned to a faculty advisor in that major field of study during orientation seminars or FYIS 0301. Students who do not declare a major will be assigned based on interests/possible majors. Faculty advisors are available to assist students in academic planning through completion of testing requirements and meeting prerequisites for courses taken.

Students enrolled only in online courses will be assigned an advisor during the FYIS course. Students enrolled in cosmetology programs at Dumas and Hereford centers will be advised by their program director at their center. Students enrolled in Dalhart or Perryton courses will be advised by the directors at the sites. Regardless of location, however, students may request a faculty advisor who can meet with them through distance technology.

Students who are undecided about a major should see a counselor in the Office of Educational Services, the TRIO advisor, or the remote site director, who can assist the student in determining an appropriate field of study through a variety of means including interest and career assessments.

Students attending classes at a location other than the Borger campus, including online classes, can meet with a counselor at Borger via distance technology. Counselors not only work closely with the student in making satisfactory adjustments to the academic and co-curricular activities of the college, but they can also help with obtaining credit by exam, transfer equivalencies, and preparing a degree plan. This will help ensure the student is taking courses in the proper sequence for orderly and timely progress toward specific educational goals.

As a part of the advisement program, students are guided in the proper selection of courses to transfer to a four-year college or university, a professional school, or a vocation. For more information on and assistance with advising, contact the Director of Counseling, Testing, and Career Services at (806) 457-4200, ext. 777.

Department	Advisor	Phone Ext	Email
Agriculture	Dr. Byron Housewright	784	bhousewright@fpctx.edu
Rodeo	Kaylee Moyer	783	kmoyer@fpctx.edu
Allen Campus	Cassi Laxton	607	claxton@fpctx.edu
Allen Campus	Rene' Schwalk	649	rschwalk@fpctx.edu
Allied Health	Laura McIntire	746	lsargent@fpctx.edu

Biology (Anatomy & Physiology)	Lisa Duncan	246	lduncan@fpctx.edu
Biology (General)	Dr. Matthew Broxson	763	mbroxson@fpctx.edu
Chemistry	Dr. Glen Green	793	ggreen@fpctx.edu
Preparatory Education	Derrick Cummings	729	dcummings@fpctx.edu
Continuing/Community Education	Taryn Fraley	708	tfraley@fpctx.edu
Cosmetology	Juan Avila	747	javila@fpctx.edu
Cosmetology Borger	Jodie Gandy	747	jgandy@fpctx.edu
Cosmetology Borger	Misty Light	747	mlight@fpctx.edu
Cosmetology Perryton	Kevin Harrison	806-457-4200, ext. 672	kharrison@fpctx.edu
Rahll Campus, Dalhart	Ilene Walton	806-244-7669 806-457-4200, ext. 514	iwalton@fpctx.edu
Dual-Credit	Kamron Nonhof	775	knonhof@fpctx.edu
Dual-Credit (Borger High School)	Michele Stevens	707	mstevens@fpctx.edu
Dual-Credit (Channing, Dalhart, Hartley, and Texline High Schools)	Lexi Thomas	806-244-7669 806-457-4200, ext. 511	lthomas@fpctx.edu
Dual-Credit (Perryton High School)	Rene Schwalk	649	rschwalk@fpctx.edu
Economics	Dr. Byron Housewright	784	bhousewright@fpctx.edu
Education	Cheryl Webster	635	cwebster@fpctx.edu
Engineering	David Brink	793	dbrink@fpctx.edu
Engineering	Beth Summers	766	bsummers@fpctx.edu
English/Humanities	Catherine Hodges	767	chodges@fpctx.edu
First-Year Institute	Krista Wilson	742	kwilson@fpctx.edu
Government	Lydia Howell	773	lrinehart@fpctx.edu
History	John Jordan	808	jjordan@fpctx.edu
History	Marcus Miers	248	mmiers@fpctx.edu
Humanities and Fine Arts	Melissa Miers		mdmiers@fpctx.edu
Instrumentation & Electrical	Jason Emory	776	jemory@fpctx.edu

Instrumentation & Electrical	Tim Fangman	817	tfangman@fpctx.edu
Mathematics	Beth Summers	766	bsummers@fpctx.edu
Mathematics	Craig Yerger	752	cyerger@fpctx.edu
Nursing	Bethany Callaway, MSN, RN	745	bcallaway@fpctx.edu
Pre-Nursing	Lisa Duncan	246	lduncan@fpctx.edu
Physics	David Brink	793	dbrink@fpctx.edu
Pre-Pharmacy	Lisa Duncan	246	lduncan@fpctx.edu
Psychology	Lora Baggerman	737	jmoore@fpctx.edu
Sociology	Lora Baggerman	737	jmoore@fpctx.edu
Speech	Dr. Renee Laney	754	rlaney@fpctx.edu
VCT/Online Coordinator	Michele Stevens	707	mstevens@fpctx.edu
Welding	Todd Devers	792	tdevers@fpctx.edu

Student Records / Tuition & Fees

Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380 Education Amendments of 1974), Frank Phillips College provides information concerning the student records maintained by the college. Student records may be collected in a variety of locations, but the Office of Enrollment Management maintains ownership of permanent records. Records may be stored electronically in a student's virtual account, and paper copies of some records are maintained. Student records are maintained in the following areas:

Academic Records

- Student Central
- Office of Educational Services
- Dual-Credit Office
- Counseling, Testing and Career Services Office
- Allen Campus, Perryton
- Rahll Campus, Dalhart
- FPC Cosmetology, Dumas
- FPC Cosmetology, Hereford
- Faculty Offices

Student Affairs Records

- Counseling, Testing and Career Services Office
- Office of Educational Services
- Allen Campus, Perryton
- Rahll Campus, Dalhart
- FPC Cosmetology, Dumas
- FPC Cosmetology, Hereford
- Faculty Offices

Financial Records

- Business Office
- Student Financial Services Office
- Library

Directory Information

Under P. L. 93-380, the college is authorized to release directory information to the general public without the written consent of the student. A student may request that all or any of the general information be withheld from the public by making a written request to the Office of Educational Services by the last official day to register for a given semester. The request will apply only to the current enrollment period. The following information is considered directory information:

- Name
- Dates of Attendance
- Student Classification
- Degrees and certificates received
- Awards received, the type of award received (academic, technical, Tech-Prep, or continuing education)
- Field of Study
- Enrollment Status (full-time, part-time, undergraduate, etc.)
- Current address, includes email address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Release of Information

It is the intent of Frank Phillips College to comply fully with The Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of educational records, establishes the rights of students to inspect and review their education records, and provides guidelines for correction of inaccurate or misleading data.

Other than directory information or legally required releases of information, the College will not permit release of educational records without the student's written consent. The consent must be signed and dated by the student and must indicate which records are to be released, the purpose of the release, and the name of the agency to which the records will be released.

Permission Release Form

A permission release form can be filed in the Office of Educational Services as the written consent of the release of educational records to any person or persons listed on the permission release form. The permission release form stays on the student's record as long as the student is continuously enrolled at FPC. It becomes null and void once the student misses one long semester (fall or spring). If students would like to change the form at any time, it is their responsibility to notify the Office of Educational Services.

Request for release of student information or for additional information concerning FERPA should be directed to the Director of Enrollment Management.

Review of Records

Students are entitled to review information contained in their permanent educational records. Any student who desires to review his or her record may do so upon written request to the office immediately responsible for the record. After review, students are entitled to challenge the accuracy of records through informal and formal hearings.

Hold Placed on Records

A hold is placed on a student's records, including grades and transcripts, when the student fails to resolve financial obligations with the college. A hold will also be placed on the student's transcript when the student fails to provide required transcripts from prior educational institutions. The hold remains in effect until all obligations have been resolved. Students may not register for classes until all holds have been resolved.

Transcript Service

Students may request copies of their academic records accumulated while at Frank Phillips College. Transcripts are available through Student Central or the Office of Educational Services and at the Allen Campus in Perryton. A transcript request can be made by filling out a transcript request form, by e-mail (if going to another college/university), through the Student Portal or through the Parchment service for electronic delivery. There is a fee of \$2.50 payable to Parchment for this service. Transcript requests CAN NOT be made over the phone. Transcript requests being made through e-mail (admissions@fpctx.edu) need to include the student's name, last four of their social security number, birthday, and a full mailing address. Transcripts will be available within 3 business days after requests are received. This turnaround time on requests does not include official closings of the campus. A fee of \$75 will be charged for transcripts to be **overnighted**; otherwise, there is no charge.

Change of Address and/or Name

Every student is required to keep the Office of Educational Services informed of his or her current address or change in name in order to avoid problems in maintaining permanent records.

Tuition and Fees

Tuition rates at Frank Phillips College are set by the Board of Regents of the College in accordance with the provisions of Texas statutes. Tuition rates are subject to change without notice by the action of the State Legislature or the Board of Regents.

Tuition and fees are payable in full before the first day of class unless the student has signed up for the Payment Plan Option. A student is not officially registered until full payment of tuition and fees is made. Payment may be made by cash, check, money order, or credit card approved by the Business Office.

All students must pay tuition according to their resident classification as follows:

A resident of the Borger Junior College District is a student who resides within the Borger Junior College District and is not classified as a Non-Resident of Texas as explained in this section.

A resident of Ochiltree County is a student who resides within Ochiltree County and is not classified as a Non-Resident of Texas as explained in this section.

A resident of Dallam or Hartley Counties is a student who resides within Dallam or Hartley Counties and is not classified as a Non-Resident of Texas as explained in this section.

A Non-resident (of a Taxing District) is a student that neither resides within the Borger Junior College District, Dallam, Hartley or Ochiltree Counties nor is classified as a Non-resident of Texas.

A Non-resident of Texas is a student younger than 18 years of age who does not live with his or her family and whose family resides in another state or whose family has not resided in Texas for the 12 months preceding the date of registration or a student of 18 years of age or over who resides out of state or who has not been a resident of the state 12 months after his 18th birthday or for 12 months immediately preceding the date of registration.

A student 18 years of age or older may be exempt from being classified as a Non-Resident of Texas if he or she owns property which is subject to ad valorem taxation by either the Borger Junior College District, Dallam, Hartley or Ochiltree Counties.

See Tuition & Basic Fee tables on the following pages.

Tuition and Basic Fees*

Credit Hours	Resident of Borger Junior District	Resident of Dallam or Hartley Counties	Resident of Ochiltree County	Non-Resident of Taxing District	Non-Resident of State or Country
1	\$163	\$177	\$177	\$191	\$397
2	\$273	\$301	\$301	\$329	\$455

3	\$383	\$425	\$425	\$467	\$513
4	\$493	\$549	\$549	\$605	\$641
5	\$603	\$673	\$673	\$743	\$788
6	\$713	\$797	\$797	\$881	\$935
7	\$823	\$921	\$921	\$1019	\$1082
8	\$933	\$1045	\$1045	\$1157	\$1229
9	\$1086	\$1169	\$1169	\$1338	\$1419
10	\$1196	\$1293	\$1293	\$1476	\$1566
11	\$1306	\$1417	\$1417	\$1614	\$1713
12	\$1416	\$1541	\$1541	\$1752	\$1860
13	\$1526	\$1665	\$1665	\$1890	\$2007
14	\$1636	\$1789	\$1789	\$2028	\$2154
15	\$1746	\$1913	\$1913	\$2166	\$2301
16	\$1856	\$2037	\$2037	\$2304	\$2448
17	\$1966	\$2161	\$2161	\$2442	\$2595
18	\$2076	\$2285	\$2285	\$2580	\$2742
For each hour over 18 hours add:					
	\$110	\$124	\$124	\$138	\$147
Dual Credit Tuition per Hour**					
	\$63	\$78	\$78	\$91	NA

* This Tuition and Basic Fee Schedule does not include Lab Fees, Course Fees, or Miscellaneous Fees.

** Dual credit courses in Welding, I&E, Cosmetology and on-campus Life and Physical Science courses are subject to regular Course Fees.

*** Tuition and fees are subject to change based on Board of Regents' determination.

The fees included in the tuition and fee schedule above encompass a \$48.00 per credit hour General Use Fee and \$10.00 per credit hour Student Services Fee. A Student Information Processing (I.P.) Fee of \$53.00 per semester is included in each student's Basic Fees. A fee of \$43.00 for Activity Center usage is included for students enrolled in 9 or more credit hours. Students living in one of the three residential halls will pay a \$50, non-refundable fee each semester. Residential students must also purchase a meal plan for the academic year at a cost of \$1,921.44.

Dual Credit Tuition and Fees***

Dual-credit students pay tuition only except when enrolled in I&E, Cosmetology, and on-campus lab-sciences courses. Dual-credit students pay the costs per credit hour that are applicable to the students' residency status.

*** Tuition and fees are subject to change based on Board of Regents' determination.

Tuition for residents of the Borger Junior College District is \$63.00 per credit hour. Tuition for residents of Dallam, Hartley, and Ochiltree Counties is \$78.00 per credit hour. For non-residents

of either taxing district, tuition is \$91.00 per credit hour.

Course & Lab Fees

Lab Fees

Agriculture	\$25.00		
Anthropology	\$25.00	FYIS/Learning Framework	\$25.00
Biological Sciences	\$47.00	Mathematics	\$25.00
Chemistry	\$25.00	P.E. (Activity)	\$18.00
Dance/Drama	\$18.00	P.E. (Rodeo)	\$25.00
Drafting	\$25.00	Physics	\$25.00
ESOL	\$25.00	Spanish	\$25.00

Course Fees

Art	\$30.00	Instrumentation & Electrical Technology	\$77.00
Computer Courses	\$30.00	Cosmetology Program Fee (CSME 1505)	\$47.00
		Nail Technology Program Fee (CSME 1330)	\$47.00
		Cosmetology Instructor Program Fee (CSME 1435)	\$47.00
		Welding Courses	\$90.00

Online Course	\$62.00
VCT Course	
Online Fee	\$62.00

Miscellaneous Fees and Expenses

TSI Placement Testing (per section for reading, writing, and mathematics)	\$10.00
Activity Center (Optional for students enrolled in fewer than 9 credit hours)	\$42.00
Student Payment Plan Enrollment Fee (per semester)	\$35.00
Late Payment	\$13.00
Late Registration	\$31.00
Returned Check	\$26.00
Schedule Revision (per change)	\$13.00
Student Photo I.D. Replacement	\$13.00
Non-student Business Testing	\$77.00
Overnighted Transcripts	\$75.00

Cosmetology Program Fees (One-Time Payment)

Cosmetology Books + Kit(All locations)	\$1,071.83
Nail Tech Kit Books + Kit (All locations)	\$611.83
Student Instructor Kit (All locations)	\$254.00

Fees for books and kits are charged to the student upon enrollment of the first semester and COSM 1310. Students receiving financial aid may apply the aid towards these fees. Dual-credit students must purchase the applicable kits when enrolling in their first semester. In addition, all students must purchase black shirts and pants to be worn

daily.

Nursing Program Fees

Nursing Student Liability (fall & spring)	\$67.00
Nursing Student HESI Testing (fall & spring)	\$204.00
Nursing Clinical Fee (fall & spring)	\$180.00
Nursing Lab Pack (fall)	\$162.00
Nursing Pinning Fee (spring)	\$84.00
Nurse Book Pack (fall)	\$1423.49

Activity Center Fee

All Borger-campus students enrolled in nine (9) hours or more will be required to pay a \$43.00 per semester Activity Center Fee for use of the BCAC's facilities. Students who can verify a current BCAC membership will not be required to pay this fee. Students enrolled in fewer than nine (9) hours have the option of paying a \$47.00 per semester Activity Center Fee for use of the BCAC's facilities. All students will be required to present adequate verification via their FPC student photo ID cards when using the Activity Center.

All Perryton Allen Campus students enrolled may pay a \$43.00 per semester Activity Center Fee for use of the Perryton Activity Center (PAC) facilities. All students paying the fee will receive a PAC ID card and must present it to enter the facility.

Student Information Processing (I.P.) Fee

All students will be assessed a \$53.00 per semester Student Information Processing (I.P.) Fee. A student number will be issued, which will provide the student with electronic access (e.g., CAMS) to instructor posted course grades, academic plans, unofficial transcripts, modern classroom management platforms (e.g., CAMS), video streamed classes, library services, financial assistance forms, and information regarding student payment plans (e.g., FACTS). Additionally, a parking permit and Plainsman Card (FPC Photo ID/debit card) will be provided during registration in Student Central or Perryton.

Laboratory Responsibilities

Students will be held responsible for damage, breakage, and loss of equipment in the laboratory facilities and will be charged the replacement cost of such damage, breakage, or loss. Transcripts will be frozen and withheld until such charges have been paid.

Library Obligations

The charge for damaged, lost, or unreturned library resources will be the replacement cost. Students with overdue materials and/or unpaid fines will have transcripts frozen until unpaid library obligations have been cleared.

Replacement Student Photo ID and Activity Center Card

A fee of \$13.00 will be assessed for the replacement of a student photo ID or Activity Center Membership Card.

Returned Check Policy

Students must exercise care when paying the college by check. A \$26.00 charge will be assessed for all returned checks. Returned checks that were submitted for payment of tuition and fees must be redeemed in cash by the tenth class day, or the student will be suspended from all courses. All other checks must be redeemed within five days after notice, or the student will not be permitted to attend class until the returned check and "Return Check Charge" are paid.

Student Accounts

All accounts (fees, loans, books, equipment, etc.) must be paid when due. Each student is responsible for ensuring that all accounts have been paid in full before the end of the semester. In the event of non-payment of any such account, transcripts, diplomas, and other benefits will be frozen until all obligations are met.

Non-funded Course Tuition

If students enrolling in a course which they have previously taken two or more times and have received a grade of A-F or any type of W (W , WP, or WF) will be charged an additional \$56 per semester credit hour (SCH) for the course. This charge will be added to the student's account the business day following the registration session. These additional charges must be paid prior to the end of late registration or the account will be put on hold. Exceptions may be made by the Assistant Vice President of Institutional Research and approved by the Executive Vice President for Academic Affairs. The following groups of students are exempt from this Non-funded Course Tuition charge:

1. Those who have already received a Bachelor's degree.
2. Those who have course work prior to Fall 1996.
3. Preparatory courses.
4. Technical courses.

Tuition and Fee Refunds

Refunds are not automatically awarded. Students must complete appropriate forms to acquire authorized refunds. No refunds can be awarded until after the third week of classes. Processing refunds for the fall and spring semesters usually requires four to six weeks.

Tuition and fees paid directly to Frank Phillips College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. Students who receive financial assistance should refer to the Student Financial Services section of this Catalog for refund information.

Classes Canceled by the College

Students will be refunded 100% of their tuition and fees if a class is canceled by the College.

Withdrawals and Drops

If a student withdraws from college prior to the first day of the semester, tuition and fees will be refunded. A \$13.00 schedule fee will be charged to add, drop, or change (drop and add) a class during the refund period.

Students who officially withdraw or reduce their course enrollment after the first day of classes will have their tuition and mandatory fees refunded according to the following schedule:

Fall, Spring, and Summer Long Semesters Refund

Prior to the first day of class	100%
During the first 15 class days	70%
During the 16th through 20th class days	25%
After the 20th class day	None

Summer I and Summer II Semesters Refund

Prior to the first class day	100%
During the first 5 class days	70%
During the 6th and 7th class days	25%
After the 7th class day	None

Mini-terms (December/January or May) Refund

Prior to the first class day	100%
During the first 2 class days	70%
After the 2nd class day	None

Because withdrawing from classes can have an impact on students' financial aid, **all students should check with Student Financial Services staff before withdrawing from classes.**

Late Registration

If a student enrolls after the beginning of classes in a given term for any reason, the student will be charged a one-time fee of \$31.00 for late registration.

Flex-Entry and Non-semester Length Courses

Students enrolled in classes during times other than regularly scheduled full-term semesters will have the same refund rules except that the time frame for refunds will be adjusted according to the length of the course and withdrawal dates.

Class Days

Class days are counted beginning with the first calendar day of the semester (not the first day an individual class meets) and counting each day, Monday through Friday, except holidays.

Residential Living Expenses

Residential Housing

Single Occupancy (per semester)	\$430.00
Residential Housing Fee	\$51.00
Single Occupancy (per semester)	\$430.00
Mail Box (annual)	\$30.00
Meal Ticket (annual)	\$1921.44

Residential Living Expenses

All residential living reservations are made for at least one semester, and the entire semester's rent is due and payable prior to registration. Students are not charged for double-occupancy rooms, and pay \$430.00 for private rooms in any of the three resident halls.

Cafeteria Plan

Students residing in a residence hall during the fall or spring semesters are required to purchase a meal ticket at the cost of \$1921.44 per semester, which includes a \$146.44 tax per semester, which includes 19 meals per week, Monday through Sunday. No meals will be served during holiday breaks or between semesters. Students not residing on campus or attending summer sessions may utilize the cafeteria facility at a cost per meal to be determined by the College's dining service.

Student Mailbox Rental

All students residing in residence halls are required to rent a mailbox, which can be purchased from the appropriate residence hall director. Reservations for renting a mailbox are made by completing the information requested on the Housing Application form. The rental fee is \$30.00 per semester. Mail addressed to students in campus housing will be delivered to rented P.O. boxes only. Failure to rent a mailbox will result in the student's incoming mail being returned to sender.

Room and Board Refunds

If a student withdraws from college prior to the first day of the semester, room and board will be refunded 100%. A student will be responsible for any dorm damages or meals available while living in the residence hall. If a student moves out of college housing for any reason after the semester begins, there will be no refund on dorm room fees and/or dorm room deposits.

Refunds for board are made only to students who willingly withdraw from college. Refunds during the first nine weeks are prorated based on meals unused for the remainder of the semester. No refunds are made after the ninth week of a fall or spring semester.

If a student is asked to leave the college due to disciplinary action, the student forfeits the right to a refund of the dorm and key deposit. The student has twenty-four hours in which to remove all personal belongings from college property and vacate the premises. In cases in which the students may be a threat to others, he or she will be asked to vacate immediately and will be given assistance in packing and arranging to leave campus. Students who are engaged in an appeal process have the right to remain in residential housing during the appeal, provided that they do not pose any kind of threat to others. Students who are removed from residential housing due to discipline may be subject to complete withdrawal from all courses.

If a student damages college property and is allowed to remain in a residence hall, any damages must be paid by the student as outlined in the *Student Handbook*.

Any portion of the dorm deposit to which the student is entitled will be deposited to the designation of the student on *Student Choice* after the student has officially checked out of the residence hall.

Educational Services

In support of the overall mission of the College, the Office of Educational Services provides a network of structures designed to enhance the instructional programs of the College. A comprehensive program of student services is also provided that addresses the needs of a diverse student body. This network of services contributes to the total academic experience at the College and enhances the quality of student life outside the classroom.

Library

The primary mission of the Library is to provide friendly service and quality educational materials and programs to enhance the instructional goals of Frank Phillips College. In accordance with its mission, the Library strives to assist each patron in acquiring the skills needed to become a lifelong learner. The Library, conveniently located in the center of campus, provides an attractive atmosphere for intense study and research or relaxing with a favorite magazine or book. The Library subscribes to approximately 15 magazines and newspapers, and its book collection contains approximately 14,000 volumes. Twenty-one computer workstations are available on the bottom floor of the Library and six on the top floor for patrons to access the Internet and online research databases. Wireless internet is available for patrons who wish to work from a laptop.

For extended education students (concurrent, off campus, and online), the Library provides the opportunity to search for information from the comfort of home or from any remote site with Internet access. The Library provides access for patrons to search its online databases and all related electronic resources. Some electronic resources require a username and password, which can be obtained by contacting a library staff member. The electronic research resources available are the Harrington Library Consortium (HLC) online catalog, TexShare, the Texas State Electronic Library, and JSTOR.

TexShare is a program developed by the Texas State Library and Archives Commission. TexShare offers a comprehensive collection of full-text articles from an extensive list of online publications covering all subject areas and topics of interest. EBSCO ebooks, an online resource offered by TexShare, provides access to almost 28,000 eBooks in full text. Other research links include WorldCat.

The Library is a member of the Harrington Library Consortium (HLC), which consists of over 130 libraries located in the Panhandle/North Texas region. Membership in the HLC allows FPC students access to all of the resources at any of the member libraries both directly as well as through InterLibrary Loan Services (ILL). ILL services are offered as a free benefit for both FPC students and community patrons using the Library. **All patrons need an active library card through Frank Phillips College to use the ILL services.**

For extended education or homebound students without Internet access, resources available through the Library may be obtained by calling (806) 457-4200 extension 787. Depending on availability, arrangements can be made to receive books, periodicals, or other research materials by mail or by courier.

Student Computer Access

Any FPC student or community patron is welcome to use the Library's computers, located on the library's main floor. The twenty-seven total computers have high-speed Internet access and software to accommodate all coursework at Frank Phillips College and are available for use during the library's posted hours. Students and all patrons must adhere to all computer usage rules.

Students may also use the Academic Readiness Center's (ARC) computers for course work. The ARC's hours are posted at the beginning of each semester. Students in the Perryton vicinity can use computers in the Student Resource Center located at the Allen Campus in Perryton. Students in Dalhart may use open computers at the site, and students enrolled in Dumas and Hereford cosmetology classes may use computers in the department for any school business.

College-Preparatory Program

The College-Preparatory Program is designed to assist students in acquiring the necessary skills required for college-level study. The program is designed to serve students who:

- did not have adequate exposure to these skills,
- have been out of the academic setting for some time,
- feel their skills in these areas are not as strong as needed, **and/or**
- score below the passing level on the TSI test or other TSI-accepted test.

The curriculum of the program is centered on the basic abilities to write, read, perform fundamental mathematics, and study effectively. The courses include:

- SKEM 0301 Skills Enhancement for Math
- ENGL 0114 Co-requisite Reading\Writing
- INRW 0322 Integrated Reading & Writing
- MATH 0114 Co-requisite Math Lab
- MATH 0302 Elementary Algebra/Geometry
- MATH 0303 Intermediate College Algebra

The Academic Readiness Center (ARC) is a computer-based learning lab available to all students of Frank Phillips College. Here students will find computer-assisted instruction, peer-tutoring services, and supplemental instruction for various high-risk courses. A Writing Coach is available to help individuals and groups with writing issues in general or for specific courses. Students may use the services available during posted hours.

The Student Resource Center (SRC) at the Allen Campus was developed with the student in mind. Through this facility students have access to computers and the internet as well as access to Harrington Consortium Library resources. The SRC also offers students access to tutoring as well as assistance with admissions testing and processes, and the FAFSA.

Students in Dalhart may access computers and the internet along with library resources. Tutoring is available via distance technology through the Borger campus. Students in Dumas and Hereford may request cosmetology tutoring, which will be completed on site by a qualified instructor.

Students enrolled only in online courses may access their courses and library services through their CAMS portal. In addition, tutoring is available free of charge via distance technology. Students should contact the Director of the Academic Resource Center at the Borger campus at dcummings@fpctx.edu or (806) 457-4200, ext. 632.

GED Classes

Frank Phillips College offers GED classes through the Panhandle Adult Education Literacy (AEL) Consortium. Assessments are given upon entry to the program. Results of these assessments are then used to provide individualized instruction. The GED test is made up of four subjects: Reasoning through Language Arts; Science; Mathematical Reasoning; and Social Studies. Students may attempt GED testing in an individual subject as mastery is achieved. GED classes

are free and are held in Room 16 in the Library Building. Enrollment takes place at the beginning of each fall and spring semester. For more details, contact the Director of Counseling, Testing, and Career Services at (806) 457-4200, ext. 777.

Testing Services

Testing Services are provided to assist students, prospective students, and members of the community in fulfilling academic, personal, and vocational goals. These services include administration of standardized tests as listed below. Available testing includes:

ACT—American College Testing Program
TSI – Texas Success Initiative Assessment
GED—General Educational Development Test

ACT testing information, including available dates and registration instructions, can be found at www.actstudent.org.

TSI Testing Drop-in testing (no appointment necessary) is available throughout the month of August, in January prior to the spring semester, and multiple days during the summer. Students may also make appointments for testing on other dates by contacting Student Central at (806) 457-4200, ext. 844 or ext. 742. No tests will begin after 3:00 pm (2:00 pm during summer hours) to ensure that students have adequate testing time. **GED testing** is administered at various times throughout the year at Borger, Dalhart, and Perryton sites. To register for the GED, go to <https://ged.com/>. After creating an account, search this site for testing locations and available dates.

For more information on testing, contact the Director of Counseling, Testing and Career Services at (806) 457-4200, ext. 777.

Online Education

All online students are welcome to access online courses from the Academic Readiness Center (ARC) or the Library during scheduled hours. Students enrolled in the Perryton area may access online courses in the Student Resource Center at the Perryton site, and students in the Dalhart area may access online courses through the computer lab at Dalhart. Online courses are also accessible from any Internet-ready computer, regardless of location. Frank Phillips College will not supply or purchase computer equipment or programs for online student home use. Students taking online courses from home are responsible for their own computers and software. All students are required to follow copyright laws and must not copy or distribute any material contained in online courses. **Frank Phillips College is a Microsoft Office campus, and students enrolling in online classes must have access to Office software and must complete assignments in Word, Excel, or PowerPoint in the Office software.**

Students are responsible for their own learning. Online learning requires a tremendous amount of self-motivation. Students are responsible for accessing the class and staying current on all assignments. It is the student's responsibility to contact the instructor regarding any difficulties experienced. Courses are divided into units with assigned deadlines. If a student experiences a legitimate problem and falls behind, he or she should contact the instructor immediately. The online platform allows instructors access to student documentation such as the number of times a student has accessed the course, chat logs, email documentation, and other student tracking documentation.

Immediately upon registration, a student should contact the online instructor with his or her email address and inquire about first class meeting. Even though no face-to-face interaction is required, students who have the ability to meet with faculty in person should feel free to make an

appointment with the faculty member. Students may also arrange meetings via SKYPE.

Students taking online courses are required to use a proctor for major tests. It is the student's responsibility to secure an appropriate and acceptable proctor, and any cost associated with proctoring tests is the responsibility of the student.

Proctors must be approved by the course instructor and the appropriate documentation must be submitted with the test. Failure to utilize a proctor will result in a zero for the test, and any instances of dishonesty that occur in the test settings will be considered cheating. Irregularities must be reported to the instructor immediately. Students residing in the Borger, Dalhart, or Perryton areas may contact their instructors to make arrangements to take tests at a college site. Tests will not be administered or proctored at the Dumas or Hereford sites.

Frank Phillips College does not charge students additional monies associated with verification of student identity.

Services for Students

In support of the overall mission of the College, the Office of Educational Services provides a comprehensive program of student services that addresses the needs of a diverse student body. A network of services, programs, and policies has been established to contribute to the total academic experience at the College and enhance the quality of student life outside the classroom.

Student Orientations

Prospective students are invited to experience Frank Phillips College first-hand by visiting the campus prior to enrollment. Tours can be arranged by contacting Student Central. Prospective students are given the opportunity to meet with an advisor or program sponsor in the areas of their interest.

Students who reside on campus will participate in a Residential Housing Student Orientation. All athletes will participate in an individual team orientation.

All students enrolled in academic/transfer classes who are attending college for the first time since high-school graduation or obtainment of a GED are required to enroll in FYIS 0301 during their first semester of full-time enrollment or within earning their first twelve hours of credit. Hours earned through dual-credit courses are not considered on-campus hours. Cosmetology, Process Technology, and Welding students are not required to enroll in FYIS 0301 as their program will provide the information and training necessary for success in the program.

Students who transfer with more than twelve hours of credit and a cumulative GPA of 2.5 or higher must attend an orientation seminar that will be scheduled on campus during the first two weeks of classes. This seminar will be offered at no cost to students.

Counseling Services

The counseling program is a basic component of the educational process. Services are established in a broad and flexible manner, which assess individual needs and strive to contribute to each student's success. Counseling services address a number of other issues that impact the college experience. Issues may include: personal adjustment to college, stress management, and study skills development. Students on academic probation will also benefit from meeting with a counselor or mentor. Students desiring assistance are encouraged to contact the Director of Counseling, Testing, and Career Services. Services are available at the Borger campus and through distance technology to any students unable to meet with a counselor face-to-face.

Academic Advising

The College is committed to ensuring that students are taking the proper courses in proper sequence to meet their educational objectives. Students are encouraged to seek advising prior to initial enrollment and prior to registration each semester. Students are assigned advisors during the first semester of enrollment. Please see Advising Protocol section of the catalog for more information.

Career Services

Career Services provide guidance to students who seek help in formulating and implementing career plans. Assessments, counseling, and a variety of resources are available for all students. For more information, students can contact the Director of Counseling, Testing and Career Services or consult the Workforce Solutions website at www.wspanhandle.com.

Special Services

Special Services make available additional support services to select populations of students. Students are assisted in developing independence and self-reliance so that they may function in the college setting. The ultimate goal of these services is to provide opportunities to help students reach their full potential and become productive and effective members of the work force, contributing to the well-being of themselves, their families, and their community. Students can contact either the TRiO Student Support Services or the Director of Counseling, Testing and Career Services for additional information. Special services are available to all students, regardless of location or method of enrollment, with an identified need, and the counselors at the Borger campus will work with students via distance technology or face-to-face to provide appropriate support.

Special Populations

Special Population Services are available to individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. A variety of services are available to meet the needs of individuals who qualify as "Special Populations." These services include, but are not limited to:

- Academic Assessment & Advising
- Travel Assistance
- Personal Counseling
- Child Care Assistance
- Tutoring
- Vocational Assessment
- Career Counseling
- Study Skills Workshops/Brown Bag Seminars
- Note-taking Assistance
- Individualized Testing Accommodations
- Equipment to Meet Identified Needs

Any student who has a need for such help is encouraged to contact the Counselor at ext. 777. Special services are available to all students, regardless of location or method of enrollment, who demonstrate a documented need, and the counselors at the Borger campus will work with various social service providers to secure appropriate support for students.

Accommodations for Students with Disabilities

Parking is available at all sites for students who are permanently disabled and who have a state issued plate or windshield card. All facilities on campus are equipped with ramps, and all program areas and living facilities are accessible to students with physically limiting conditions.

The College is committed to making additional accommodations for any student who provides adequate documentation verifying his/her disability and who has requested, in writing, specific services. Any student who anticipates a need for special accommodations should contact the 504/ADA Coordinator in the Office of Educational Services.

Accommodations for qualified students with disabilities may include note takers, extended time for tests, separate testing locations, and other appropriate assistance. Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA.

Requests for accommodations should be made four weeks prior to initial enrollment to allow time for review and adequate coordination of services. Students will be provided accommodations but not class content modifications. No classroom work or graded assignments will be reduced or modified in any form. Special services are available to all students, regardless of location or method of enrollment, who demonstrate a documented need, and the counselors at the Borger campus will work with various social service providers to secure appropriate support for students. Please refer to the sections on Non-Discrimination for further information.

TRiO Student Support Services

Student Support Services is a TRiO program funded under Title IV Grant of the Higher Education Act of 1965. It provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their college education. The goal of SSS is to increase the college retention and graduation rates of students and facilitate the process of transition from one level of higher education to the next.

How do I qualify for TRiO?

Students are eligible for TRiO Student Support Services if they meet at least one of the following qualifications and are able to demonstrate academic need:

1. **First Generation College Student** – neither of the student's parents (natural or adoptive) has a 4-year college degree.
2. **Low-Income Household** – determined by the federal government income chart.
3. **Physical or Learning Impairment** – any type of physical or learning impairment. The disability must be officially documented.

What services does TRiO provide?

- Tutoring – free to all TRiO students
- Mentoring
- Counseling and Academic Advising Services
- Career and Personality Testing
- Career and Technology Workshops
- Seminars – including study skills, stress management, budgeting finances, etc.
- Cultural Activities – including concerts, plays, museums, workshops, etc.
- Computer Lab – open to all TRiO students with extended hours
- Grant Aid – to students who are currently receiving Federal Pell Grants and are currently

participating in SSS program

For more information, call (806) 457-4200, ext. 733.

Residential Living System

Frank Phillips College is committed to providing an environment that is conducive to learning. To help fulfill this commitment, the College operates safe, secure, and well-maintained residential living facilities at the Borger campus. Residence halls are located on the western slope of the campus, west of the Classroom Learning Complex, and one block south of the main campus at 200 Tyler Street. Ample parking is available in front of each residence hall.

Students desiring residential living accommodations should make reservations for such accommodations before registration begins. Housing applications may be obtained from Student Central or on the web site at www.fpctx.edu.

W.G. Stephens Hall

Stephens Hall is an air-conditioned hall for men with a capacity of 120 students. This hall has two wings adjoined by a central lobby. Each room houses two students, with two bathing facilities arranged in hall units in each wing.

Maxine Goins Hall

Goins Hall is an air-conditioned hall for women with a capacity of 80 students. This hall has two wings adjoined by a central lobby. Each room houses two students, with bathing facilities arranged in hall units in each wing.

Tyler St. Student Living Facility

Tyler St. is an air-conditioned hall for men and women with a capacity of 40 students. This hall has three wings adjoined by a central lobby. Each room houses two students. Some rooms have bathing facilities and the others have arrangements in the hall units of each wing.

Resident Responsibilities

Upon being assigned a room in a residence hall, each student will be held responsible for all property in that room. An inventory of the property should be made by the student at the beginning of his/her occupancy to determine the extent of his/her responsibility. All hall residents are expected to be familiar with and to abide by the hall regulations. Students who violate hall regulations are subject to review of their status as a student in the residence hall and/or the College.

No changes in the room reservations or room assignments may be made without permission of the hall director. Students who wish to move at the end of the semester should give two weeks' notice before moving. Goins, Stephens, and Tyler St. Halls will be closed during all holidays and during the recess between semesters; there is no reduction in rent for these periods. The College is under no obligation to furnish housing for any student during holidays, during the recess between semesters, or during the summer. Concessions may be made for international students.

Student Organizations

Frank Phillips College provides a variety of activities, organizations, and programs to foster the social, cultural, physical, and intellectual growth of students. All students are encouraged to participate. Unless otherwise noted, the organizations meet at the Borger campus.

Cosmetology Club

The Cosmetology Club is a social and service organization for students who are preparing for careers in cosmetology. Membership allows students to interact with the professional community

and other students with similar interests. Club activities include entering the student competition at the International Beauty Show in Dallas and fund-raising to support local charities. For more information, contact the Cosmetology Department. Borger and Perryton departments each have a Cosmetology Club.

EDUClub

FPC EDUClub is an organization for students exploring or pursuing careers in education. Activities include educator workshops at WTAMU and Region XVI ESC, as well as service projects and college events. The purpose of the club is to promote networking opportunities with recent FPC alumni, area educators, and university advisors, as well as peer mentorship, program information, and service. The club meets on the first Monday of each month during Fall and Spring semesters. For more information about our Education Club or information on how to join contact Cheryl Webster at cwebster@fpctx.edu ext. 635.

Julia Ann Kasch Honors Academy

Frank Phillips College is committed to quality and integrity in the educational experience. The College is dedicated to providing unique and appropriate facilities for learning, and faculty and staff are relentless in their pursuit to improve the students' experience in and out of the classrooms. Part of the pursuit includes meeting the needs of high-risk learners who best succeed by embracing their pursuit for knowledge independently yet collectively in a setting conducive to the kind of ownership of their education that creates life-long learners and productive contributors to society. The Academy is not a program based on grades alone, but instead a program in which student scholars create a community of like-minded learners in which the environment fosters creative and critical thinking in an application of the knowledge. Students enrolled in the Academy enjoy the flexibility of participating in the creation of the honors courses and take pride in the ownership of their own education. Faculty members who participate in the Academy are partners in learning and mentors to students. Their focus is not on teaching the students but on helping students find the wonderment in their own discoveries. The Academy embraces those learners who learn in nontraditional ways and who best demonstrate their understanding and mastery of information through projects and applied learning. Students in the program have often struggled in the traditional classroom because they do not feel challenged and because they do not have the opportunity to demonstrate what they really know in ways other than tests.

Phi Theta Kappa Fraternity

Phi Theta Kappa is the national community and junior college honor fraternity. Its purpose is to recognize and encourage scholarship among two-year college students. Working toward this goal, Phi Theta Kappa provides opportunity for the development of leadership for scholars and stimulation of interest in continuing academic excellence. To be eligible for membership, a student must be regularly enrolled in college, carrying a full-time load, and have completed at least one semester. At least 12 hours of this work must be in courses leading to a recognized degree in a fully accredited university or four-year college. In addition to these requirements, a student must also be of good moral character and possess recognized qualities of citizenship as judged by the faculty and be within the upper scholastic ten percent of the regularly enrolled student body. To maintain active membership, a student must have a grade point average of not less than a three-point on a four-point system, which is a "B," at the end of any given term. For more information, contact the Office of Educational Services or a faculty sponsor. Membership is open to all students, regardless of location.

Pre-Medical Career Club

The FPC PMCC is an organization supporting students on an academic track leading to a medical or allied health career. Membership requirements are simple: Be an FPC student enrolled in a course that could be part of a pre-medical career track, indicate you wish to join, pay your dues and you are officially a member. Members in good standing have the right to run for office, vote on Club matters, attend Club functions and place items on the meeting agenda to be discussed

by the group as a whole. This organization is a place for support when you are taking the more arduous courses and feel like you have no social life. You do! The Club will meet your need for socializing while also supporting your efforts to achieve your academic goals through group study sessions that are scheduled throughout each semester. In addition, the Club is committed to community service to the school and the community at large, as this is why students go into a medical career and it's never too soon to get involved. Finally, it is a group that will participate in activities to expand the members' understanding of the field of medicine.

Student Senate (SGA)

The Student Senate is composed of students representing all areas of Frank Phillips College. The student body elects an Executive Council, which includes the President, Vice President, Secretary, Treasurer, and Parliamentarian. To serve on the Senate, a student must maintain a 2.0 GPA and be enrolled in at least 12 semester hours. Among the services the Senate provides are: (1) to act as a liaison between the student body and the faculty and administration; (2) to host social activities; (3) to have jurisdiction over all Senate elections; (4) to assist the administration in matters of student relations such as tours, recruiting events etc.; and (5) to develop the art of democratic self-governing. Scholarships are available for active members. For more information, contact the Office of Educational Services or the faculty sponsor.

Student Vocational Nursing Club

The purposes of the Student Vocational Nursing Club are: (1) to promote professional and social unity among students of this association; (2) to aid in the development and growth of the individual student by fostering good citizenship; (3) to provide financial assistance to current and future vocational nursing students; and (4) to provide fun and fellowship for vocational nursing students. For more information, contact the Nursing Department.

Student Pre-Nursing Majors Club

The purpose of the Student Pre-Nursing Majors club is (1) to connect pre-nursing students with one another to form a cohort that will matriculate into the nursing program; (2) to participate in activities relevant to the nursing field; (3) to socialize with students currently enrolled in the nursing program who will serve as mentors; and (4) provide a foundational support as students move through the pre-requisite courses in preparation for applying for entrance into the nursing certificate program. For more information, contact the Nursing Department.

Student Financial Services

Student Financial Services (SFS) are a part of an interrelated series of programs and services committed to supporting the mission of Frank Phillips College. It is the philosophy of the College that the educational opportunities of capable students should not be limited by their financial resources. The primary purpose of the College's financial aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend college. All students are encouraged to apply for financial assistance. Assistance is available to students through state and federal government programs. Students receiving assistance and/or awarded scholarships must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Please refer to the section **How to Apply for Financial Assistance** for further instructions. Dual-credit students do not need to fill out a FAFSA as they are not eligible for federal monies; however, some scholarships are available to dual-credit students who should contact the Office of College Advancement at 806-457-4200, ext. 715 for more information.

Types of State and Federal Assistance Programs

Federal Pell Grant

The Federal Pell Grant is designed to provide eligible students with financial assistance to help defray the cost of education. Funds awarded through this program do not have to be repaid. Eligibility is determined on the basis of a formula developed annually by the U.S. Department of Education. Students apply for Financial Aid using the Free Application for Federal Student Aid (FAFSA). When applications are processed, students receive a Student Aid Report (SAR), which is the official notification of eligibility for the grant. The school will receive this information electronically **if** the student lists the school's Title IV School Code number (FPC's School Code is 003568). Students should contact the Office of Student Financial Services to determine the actual amount of their award. If the SAR states the student is not eligible for Federal Pell Grant, he/she may be eligible for other aid.

Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal Supplemental Educational Opportunity Grant is awarded to students with the lowest estimated family contributions who are also receiving the Federal Pell Grant. Funds awarded through this program do not have to be repaid. Awards are based on financial need, which is determined by need analysis through application as stated above, and availability of funds. This program is administered by the Director of Student Financial Services.

Texas Educational Opportunity Grant (TEOG)

The Texas Educational Opportunity Grant is a state program which does not have to be repaid. Requirements include: Texas resident, financial need, enrolled at least half-time with an expected family contribution of \$5609 or less. The grant is renewable if the student completes the hours attempted with an initial GPA of 2.0 and a renewal GPA of 2.5.

Federal College Work-Study Program

The Federal Work-Study Program provides on-campus job opportunities, which allow students to earn money to help pay educational expenses. Work hours are flexible and must fit into the student's class schedule. Eligibility is determined by need analysis through application as stated above as well as by the availability of funds and positions of employment on campus. Students employed through this program are paid biweekly. Employment through this program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends.

Direct Loan Program

The Direct Stafford Loans are loans borrowed from the Department of Education that are repaid with interest. Some are based on financial need, which is determined by need analysis through application as stated above. Loan application is accessible at www.fpctx.edu. Loan disbursements for first time entering students are delayed for 30 days from the first class day as required by federal law.

Other Sources of Aid

Workforce Investment Act

The Workforce Solutions Office helps individuals obtain employment and training and assists with meeting related expenses. Information is available at www.wspanhandle.com.

Vocational Rehabilitation

The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are blindness and deafness. Other services are also available to assist the handicapped student to become employable. Application for such services should be made at the Texas Department of Assistive and Rehabilitation Services. Information is available at www.dars.state.tx.us.

Veterans

Frank Phillips College is fully approved to offer instruction to students attending college under the provisions of the laws commonly referred to as the GI Bill®. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.* Veterans and eligible dependents of veterans should contact the Director of Student Financial Services prior to registration. In order to qualify for benefits toward a certificate and/or degree program, the veteran or dependent must submit the following:

1. A copy of VA form DD 214.
2. Letter of Eligibility. Veterans must apply on the website www.gibill.va.gov.
3. A complete official transcript of previous college work and military transcripts.
4. FPC Admissions Application.

Students seeking a certificate and/or degree who receive VA educational benefits must maintain a minimum cumulative GPA of 2.00. Students who fail to achieve a cumulative GPA of 2.00 or above shall be placed on warning for one semester. If the student on warning fails to achieve a semester GPA of 2.00 or above, the student shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress. If the student on warning achieves a semester GPA of 2.00 or above but has not achieved a minimum cumulative GPA of 2.00, the student may be continued on warning for one additional semester. Students who fail to achieve a cumulative GPA at the end of the second probationary semester shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress.

Hazelwood Act

A Veteran who entered active duty in the U.S. Armed Forces in Texas, or designated Texas as Home of Record and is a current Texas resident, is eligible for the Hazlewood Act benefits including tuition and some fees. They must have served at least 181 days of active duty serviced and also have an honorable discharge from the service. Hazlewood benefits may be assigned and/or transferred to the veteran's children.

In order to qualify for benefits under the 50Hazelwood Act, the veteran must file the following documents with the Student Financial Services Office:

1. A copy of the DD214.
2. A complete transcript of college and military transcripts prior to the end of the first semester of registration.
3. A signed document disclosing the number of semester credit hours funded by Hazelwood Act.
4. Hazelwood Application.
5. Maintain a minimum GPA of 2.0 and follow Student Financial Services Satisfactory Academic Progress Policy.

Waivers/Exemptions

State tuition waivers provide students with exemptions from certain tuition and fee charges in public colleges. Contact either the Student Financial Services Office or the Educational Services Office for additional information for a specific waiver. A few of the state waivers are listed below:

- Highest Ranking High School Graduates
- Orphans of the Members in Texas National Guard or
- U.S. Military
- Children of deployed military members
- Blind/Deaf Students
- Children of Disabled Firemen and Peace Officers
- Children of Prisoners of War or Persons Missing in Action
- Children Whose Parents Receive Texas Assistance for Needy Families (TANF)
- Early High School Graduates
- Children in Foster Care (See Student Financial Services Office for criteria)

FPC Payout Plan

FPC offers a payout plan for tuition, fees, dorm and meals through the Payment Plan option listed in their Plainsmen Portal. Students may view the options and enroll online through the student's Plainsmen Portal. Different payment options and methods are available.

How to Apply for Financial Assistance

Students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at www.fafsa.ed.gov. The Student Financial Services Office staff will assist students with filling out the FAFSA. When completing the application, students must list the Title IV School Code number for all schools they are considering. The Title IV Code for Frank Phillips College is 003568. All applicants must apply every academic year.

Application should be made early (students are encouraged to start early spring each year) so that completed forms may be submitted to the Student Financial Services Office for early awarding. To ensure that the application is processed in a timely manner, all forms must be fully and accurately completed. Any forms submitted that are incorrect or incomplete will delay the process. Applications will be considered at all times and will be processed so that students who are eligible for grant funds may apply those funds at registration. If the student is eligible for financial assistance and completes his/her file after registration, awarding and payment will be made during the semester.

To be eligible to begin receiving student financial assistance at Frank Phillips College, a student must meet the following criteria:

- The student must have a High School Diploma or GED. The approved test used by Frank Phillips College is the TSI Test. Contact the Director of Enrollment Management for details on the approved test.
- The student must be enrolled in credit-bearing courses, which count toward a declared degree or certificate program that is at least 24 credit hours in length.
- The student's previous history and grade average at Frank Phillips College will be considered when awarding aid. The total number of hours attempted cannot exceed 150 percent of the published length of the student's major.

Award Process

Awards at Frank Phillips College are made on the basis of financial need and/or academic achievement. When the student applies for federal financial aid, the information reported is used in a formula established by the U.S. Department of Education. The formula determines the student's Expected Family Contribution (EFC), an estimated amount the student and his/her family are expected to contribute toward his/her education. The financial need of a student is the difference between the Cost of Attendance (COA), which includes direct expenses, such as tuition, fees, books and supplies, and indirect expenses, such as room and board, transportation and personal expenses, and the EFC.

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline \text{Financial Need} \end{array}$$

Student Financial Services Officers will process complete files and "package" aid based on the student's financial need. Awards can be a combination of different types of aid. A student's enrollment status will normally be set at the time the student registers. If a student enrolls less than full time (12 credit hours) the student's awards will be adjusted accordingly. Notification of aid awarded will be posted to eligible students on their Student Portal financial aid ledger.

Release of Funds

Financial aid funds will be released according to Federal guidelines and the Business Office/Student Financial Services Disbursement Schedule, available from the Student Financial Services Office. Students with incomplete applications should make arrangements to pay their initial expenses (e.g. tuition, books, etc.) from their own resources. Once the application is complete, payment will be made as soon as possible. Students may also access the FPC payout plan available through the **My Payment Plan** link in the Plainsman Portal. Please see the College's website www.fpctx.edu for access information. Financial Assistance Payments are made in two forms:

- A charge to the appropriate grant or loan account for costs (tuition, books, etc.)
- A deposit to the student's ID/Debit card or their personal bank account for the balance of funds.

A deposit will be made to the student's account as per the Disbursement Schedule. Federal employment earnings are paid biweekly. Any financial aid funds issued will first be applied to the balance due Frank Phillips College before being used for personal expenses.

Refunds/Repayments

Refunds will be made to financial aid students as per college policy. Students who receive Title IV aid (Pell, SEOG, & Direct Loan) and withdraw from or cease to attend all classes prior to the 10th week of class will be required to repay a portion of their aid to the Department of Education, per federal regulations.

Financial Aid Satisfactory Progress Policy

Student financial aid programs were created and funded to help students achieve access to higher education and accomplish academic goals. To receive funds administered by Student Financial Services, students must complete a degree plan and be making measurable progress toward completion of an eligible degree or certification. Federal regulations require evaluation of both quantitative and qualitative progress. The student financial aid policy on satisfactory progress is outlined below:

1. Only students enrolled in credit courses and seeking degrees or certificates requiring at least 24 credit hours completed at FPC, will be eligible to receive student financial aid. If a student is required to be enrolled in preparatory courses, these courses will be eligible for payment of financial aid. Students may receive financial aid for a maximum of 30 credit hours of preparatory courses, related to their degree plan. Students may not receive financial aid to retake a class only to acquire a better grade, unless the grade is an F.
2. All student aid recipients must maintain a 2.0 cumulative grade point average.
3. Students must meet enrollment status requirements as outlined:
 - Full-time students must maintain and complete the term with a minimum of 12 credit hours.
 - Three-quarter time students must maintain and complete the term with at least 9 credit hours.
 - Half-time students must maintain and complete the term with a minimum of 6 credit hours.
 - Students receiving aid for less than half-time must complete the hours in which the student originally enrolls.
4. Students must successfully complete his/her degree/certificate in the equivalent of 150% of the credit hours required for the certificate or degree plan. Enrollment hours at the beginning of the term will be used for the calculation. Preparatory courses will be used for the calculation to determine the maximum time for completion. Attempted hours are used, not earned hours.
5. The determination concerning a student's satisfactory progress toward his/her degree must be based on periods of performance when Title IV aid was received and periods of performance when no aid was received.
6. At the end of each Fall, Spring and Summer academic term, the student's cumulative grade point average will be considered and the percentage of work completed toward the recipient's degree will be determined. Consequences of failure to meet financial aid satisfactory progress are listed below:
 - If the student cumulative grade point average is below 2.0 or a student has not completed the number of hours awarded, a notice will be emailed to the student placing the student on financial aid warning. A student on financial aid warning may continue to receive financial aid.
 - If the student fails to maintain satisfactory progress in a subsequent term, the student is placed on financial aid suspension. A student on financial aid suspension will not receive financial aid, including Federal Direct Loans.
 - If the student fails to complete the hours they were funded for in a term, and with at least a 2.0 cumulative grade point average, the student will be placed on immediate financial aid suspension. The student will not receive financial aid, including Federal Direct loans.
 - If a student takes an incomplete on a course, the "I" will be treated

as an “F” for that course for financial aid satisfactory progress purposes. When the student completes the course, the student will be responsible for submitting a changed grade transcript to the Student Financial Services Office. Warning/Suspension will be adjusted on the grade received for the course.

- Transfer and returning FPC student’s academic records will be reviewed and students may be placed on Financial Aid Warning if their past performance does not meet our Satisfactory Progress Policy. The warning status for transfer and returning FPC students will be removed after a term has been completed with at least 6 credit hours and a 2.0 grade point average or above. If the student does not make satisfactory progress the student may be placed on Financial Aid Suspension.
- Students in a Consortium Agreement with another school will be monitored for grades and completion of course work from both schools.
- Students who fail to complete a degree plan and change degree plans repeatedly, may not be eligible for financial aid. Eligibility will be determined on a case by case basis.
- Students who withdraw below their enrollment status during a term will be placed on financial aid warning at the time of the withdrawal. If the student subsequently does not maintain a 2.0 grade point average at the end of the term, the student will be placed on financial aid suspension.
- To be removed from Financial Aid Warning, the student must complete at least 6 credit hours with a 2.0 grade point average in that term.
- To be removed from Financial Aid Suspension, the student must pay for and complete 6 credit hours taken in the same term, with a 2.0 grade point average. Financial aid will be available to the student the next enrolled term after completing this criteria.

Financial Aid Appeals Process

Students may appeal the decisions of the Student Financial Services department by submitting a written, signed, and dated request to the Director of Student Financial Services. The Director of SFS is responsible for submitting all appeals to the Student Financial Services Advisory Committee for review. The Student Financial Services Advisory Committee consists of:

- Committee Chair – The Executive Assistant to the President
- At least one Faculty Member
- At least one Staff Member

Upon final determination by the SFS Advisory Committee, the Director of SFS will notify students in writing of the decision. The written notification to the student will be dated and signed by the Director of SFS. Notification of appeals decisions will be sent to students as soon as possible, but no longer than 10 business days after submitting the appeal to the Director of SFS.

A student has the right to appeal any decision made on his/her right to receive Title IV aid. A student who does not meet the criteria for continuance of

Title IV aid but can demonstrate mitigating circumstances has the right to appeal.

All appeals should include the following:

- a. The circumstances that prohibited you from completing the minimum academic standards.
- b. A plan of progress explaining how you will avoid this situation again or what has changed to correct the situation.
- c. Any additional documentation you have, such as doctor notes.

Students placed on Financial Aid Suspension due to lack of satisfactory progress may appeal the denial of financial aid due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program.

Examples of unusual circumstances include:

- Injury or illness of the student or family member
- Death of a relative of the student
- Maximum time limit exceeded
- Other special circumstances as determined by the Student Financial Services Advisory Committee.

Students who are appealing the maximum time frame limit must provide a copy of their degree plan that has been signed by their academic advisor.

Students with an approved appeal will regain eligibility to receive aid. Criteria that will influence the appeal decision will include:

- Class attendance, completion of assignments and substantiated academic progress in courses supported by awards in progress towards your degree plan.
- Completion of a subsequent term of at least half-time enrollment with a 2.0 or above grade point average.
- Unusual circumstances (extended medical confinement or a death in the family, natural disasters).

Students Rights and Responsibilities

You have the **right** to ask:

- What financial assistance is available?
- What the deadlines are for submitting applications?
- What the cost of attending is and refund policies?
- What criteria are used to select financial aid recipients?
- How financial need is determined?
- What criteria are used to determine the amount of student's award?
- What satisfactory progress is and how it affects you?

It is your **responsibility** to:

- Be informed about the institution before you enroll.
- Complete all forms accurately and submit them on time.
- Read and understand forms you are asked to sign.
- Know and comply with deadlines.
- Report all changes in address, telephone number, name, grants, scholarships, and school status to the Student Financial Services office.
- Accept responsibility for all agreements you sign.

NOTICE TO ALL FINANCIAL AID RECIPIENTS: Students who withdraw from all classes may owe money to the Department of Education. Students who withdraw from all classes will be placed on immediate financial aid suspension.

Tuition Rebates

The purpose of the Tuition Rebate Program is to provide rebates of up to \$1,000 as a financial incentive for students to complete their baccalaureate studies with as few extra courses as possible. The program is available for students who have enrolled for the first time in an institution of higher education since 1997. To be eligible for the rebate, the student must:

- Have enrolled for the first time in an institution of higher education in the 1997 fall semester or later.
- Be requesting a rebate for work related to the first **baccalaureate degree**.
- Have been a resident of Texas, have attempted all course work at a Texas public institution, and have been entitled to pay resident tuition at all times while pursuing a degree.
- Have attempted not more than 3 hours in excess of the minimum number of semester credit hours required to complete the degree under the applicable catalog. Hours include transfer credit, course credit earned by exam, courses dropped after the 12th class day, credit developmental courses, optional internship and cooperative education courses, and repeated courses.
- Request the rebate when applying for graduation at your four-year college or university.

Scholarship Services

The scholarship programs administered by Frank Phillips College are generally awarded on the basis of academic achievement, need, skill, special population, or a combination of each. Scholarships are designed to encourage and assist students in pursuing academic excellence, skills, and leadership roles. Prospective students who plan to enroll at Frank Phillips College and current students are encouraged to make application.

How to Apply for Scholarships

Scholarship applications can be obtained via the college website, www.fpctx.edu.

- Students should carefully complete all scholarship applications answering all questions to the best of their abilities.
- Scholarship applicants must be eligible for admission to the college in accordance with existing policies found in the admission section of the Catalog.
- Scholarship applicants must have submitted the free application for financial aid for need based scholarships.

General Guidelines for Scholarship Recipients

- Recipients must be enrolled or plan to enroll in a minimum of 12 hours per semester, unless otherwise stated.
- Recipients must maintain a minimum 2.0 cumulative grade point average, unless otherwise stated.
- Once enrolled, scholarship recipients are expected to fulfill and maintain the semester hour and grade point requirements specified for the scholarship.
- Scholarship recipients are subject to random drug testing.

Deadlines to Apply for Scholarships

In an effort to best serve our students, as well as promote responsible stewardship of scholarship funds, the following priority dates have been established. This allows applications to be submitted at any time, with all awards being made based on the availability of funds.

Fall Priority Date 1: Applications are due by April 15

- Selections are made by the end of April
- Notifications to students are sent by May 15 or earlier

Fall Priority Date 2: Applications are due by July 15

- Selections are made by the end of July
- Notifications to students are sent by August 15 or earlier

Spring Priority Date: Applications are due by November 15

- Selections are made by the end of November
- Notifications to students are sent by December 15 or earlier

Types of Scholarships

FPC Development Corporation Presidential Scholarships

Presidential scholarships are a competitive one-year award of \$1,000.00 (\$500 per semester) given to incoming freshmen from high schools in the College's service area (top nine counties of the Texas Panhandle) who demonstrate academic excellence and leadership in extracurricular high school and community activities. A minimum 3.5 high school grade point average is required. Recipients are selected by the FPC Scholarship Committee.

FPC Development Corporation Dean's Scholarships

Dean's scholarships are a competitive one-year award of \$600 (\$300 per semester) given to students who demonstrate academic excellence and leadership in extracurricular high school/college and community activities. A minimum 3.0 grade point average is required. Recipients are selected by the FPC Scholarship Committee.

FPC Development Corporation Re-Entering Adult Learner Scholarships (REAL)

REAL scholarships are a competitive one-year award of \$400 (\$200 per semester) given to incoming students who have been out of high school for at least one year and demonstrate an initiative in pursuing a degree or certificate to help them fulfill professional goals. A minimum 2.0 grade point average is required. Recipients are selected by the FPC Scholarship Committee.

Athletic Scholarships

Athletic scholarships are awarded by the Athletic Department and are based on performance, skill, and ability. Scholarships awarded in men's and women's basketball, men's baseball, women's volleyball, and women's fast pitch softball are administered according to Western Junior College Athletic Conference and National Junior College Athletic Association guidelines. Information concerning these scholarships can be obtained in the Athletic Department.

Athletic scholarships are awarded for men and women's rodeo in accordance with the Southwest Region of the National Intercollegiate Rodeo Association and for livestock judging in accordance with the National Junior College Coaches Association. Information concerning these scholarships can be obtained in the Agriculture Department.

Cheerleading scholarships are available for students interested in promoting school spirit. Recipients are selected by tryouts and/or recruitment by the sponsor. Information concerning these scholarships can be obtained on the College website.

Endowed, Private, and Outside Scholarships

Many endowed, private and outside scholarships are available to FPC students. Certain scholarships are open only to students who meet specified requirements, which may include selection of a particular major, participation in a designated program, or graduation from a select high school. A complete list of available scholarships, along with specific criteria for each, is located on the college website, www.fpctx.edu. The individuals and organizations listed below contribute significantly to the scholarship opportunities of Frank Phillips College students. The list includes scholarships awarded by Frank Phillips College as well as those awarded and administered by outside agencies. To set up a scholarship program at FPC, please contact the Office of College Advancement at (806) 457-4215.

- Altrusa Club
- Clay Bolin Memorial Rodeo
- Borger Bank, GED
- Rotary Club of Borger
- Brumley Foundation
- Dale & Joyce Chadwick Scholarship

- Doug & Wanda Adkins Concurrent Scholarship
- Gloria Rummel
- Greater Texas Foundation
- The Jane Phillips Society
- Jimmy Jones Memorial
- Phillips High School Alumni Association
- Amarillo Area Foundation – Malouf and Iris Abraham Scholarship
- Joel Douglas Adkins Memorial Scholarship
- Bobby Counts Memorial Scholarship
- W.W. “Bill” Cornelius Memorial Scholarship
- Hutchinson County Cornelison Scholarship
- Ernie Shira Memorial Nursing Scholarship
- Louise Forman Scholarship
- Mickie Gassaway Memorial Scholarship
- H & H Federal Credit Union FPC Scholarship
- Harrington Regional Medical Campus Scholarship
- Donna Haygood Sarchet Memorial Scholarship
- Dr. and Sue Ann Hicks Dual-Credit Scholarship
- Evelyn Hubbard Memorial Scholarship
- Harold Hudson Family Memorial Scholarship
- The Hutchinson County Retired School Personnel Association Scholarship
- Kiwanis Club of Borger Tri-City Education Fund
- Joseph Levi “Joey” Killins Memorial Scholarship
- Inez & H.C. McCarley Foundation Trust Scholarship
- Wes McElreath Memorial scholarships
- Kevin McKinney Memorial Scholarship
- Pam Maxwell Memorial Scholarships
- Nell K. Mitchell Memorial Scholarship
- Pantex Federal Credit Union FPC Scholarship & Pantex Federal Credit Union Scholarship Contest
- Pay It Forward Scholarship
- Leadership Perryton Alumni Troy Barclay Memorial Scholarship
- Phillips 66 – Marketable Skills
- Chevron Phillips Mentor Scholarship
- Provenance Dual Credit Scholarship
- Mike R. Richardson Memorial Scholarship
- Rotary Club of Perryton
- Kim & Dr. I.Q. Sewell Memorial Scholarship
- Gene and Dot Sizemore Memorial
- Sherman Smith Memorial Scholarship
- Elaine Sowder Memorial Scholarship
- Roy & Robbie Tilson Memorial Scholarships
- Fritz & Peggy Thompson Memorial Scholarship
- D. Russell Weston Engineering & Business Management Memorial & Wilma Weston Education Scholarships
- Julia Williams Charitable
- Roy & Dixie Young Memorial Scholarship

Policies Governing Students

The Executive Vice President for Academic Affairs is charged with the primary responsibility of administering policies and procedures relating to students. It is the responsibility of the student to obtain a copy of the *Frank Phillips College Student Handbook* from Student Central or the residential hall director and to understand all policies and procedures found therein.

Official Summons

Administrative officers of the College may request that a student come to discuss matters concerning records, financial affairs, conduct, educational programs, or other affairs. These requests are Official Summons. Failure to respond to an Official Summons may result in formal disciplinary action.

Standards of Student Conduct

Frank Phillips College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations, which are theirs by virtue of this membership. The college expects its students to conduct themselves in such a way as to reflect upon the institution they represent. There are four basic standards of conduct required of all students:

1. They shall assume the obligations of performance and behavior imposed by the College relevant to its lawful missions, process, and functions.
2. They shall adhere to laws and ordinances of the Nation, the State of Texas, and the community in which they reside.
3. They shall conduct themselves peaceably in espousing changes they consider necessary.
4. They shall respect the rights and freedoms of others.

Specific violations which are contrary to these standards include, but are not limited to, the following: violations of civil laws, theft, possession of intoxicants, possession of narcotics or other drugs, excessive absences, scholastic dishonesty, disrespect for constituted authority, threat of any type to cause harm to another person, improper entrance into a residence hall, destruction of College property, hazing, unlawful assembly and other acts out of harmony with the ideals of the institution. Students who witness any violation of a college regulation must report it to a college official. Standards of conduct extend to off-campus activities sponsored by the College as well as other situations in which a student's behavior is likely to have an adverse effect on the College or educational process.

Students are subject to federal, state, and local laws as well as College regulations and policies. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

Student Rights and Responsibilities

Rights:

- Students shall have the right to participate in a free exchange of ideas, speech, expression, petition, and peaceful assembly as set forth in the United States Constitution.
- Students have the right to equal treatment in all aspects of college life regardless of race, color, religion, sex, age, national origin, sexual orientation, or educational disabilities.

- Students have the right to privacy according to the law and the right to give access to personal information to a third party upon the written and documented request of the student.
- Students have the right to appeal disciplinary action through judicial hearings.
- Students have the right to a quality education through competent instruction, fair assessment, and prompt feedback.
- Students have the right to be free from ridicule, discrimination, and harassment and the right to express concerns regarding violations of these freedoms to the Executive Vice President for Academic Affairs or his/her designee.
- Students have the right to appeal course grades through a fair and timely process.

Responsibilities:

- Students have the responsibility of respecting the rights, freedoms, and property of other students, faculty, staff, and administration.
- Students have the responsibility to comply with College policies and local, state, and federal laws.
- Students have the responsibility to abstain from any activities that are disruptive to the learning of other students.

Student Rights and Responsibilities are published in the *Frank Phillips College Student Handbook*, which can be obtained in the Office of Student Central or the College website.

Student Intellectual Property Rights

Intellectual property, such as research papers, essays, inventions, discoveries, creations, and new technologies, conceived or first reduced to practice by a College District student as a coursework product shall be owned by the student. The College District shall not claim ownership over this intellectual property.

Campus Carry Policy

Texas Senate Bill 11 (84R Texas Legislature), also known as the “Campus Carry” law, allows concealed handgun license holders to carry concealed handguns on the campus of Texas Higher Education institutions. The effective date for Texas community colleges is August 1, 2017.

To review S.B. 11, click on this link:

<http://www.capitol.state.tx.us/tlodocs/84R/billtext/pdf/SB00011F.pdf#navpanes=0>

To learn about Texas Department of Public Safety handgun procedures, click on this link:

<https://www.dps.texas.gov/rsd/chl/>

In accordance with state law, the licensed carry of concealed handguns will be allowed at all Frank Phillips College locations/facilities beginning on August 1, 2017. A license holder may carry a concealed handgun on the campus of Frank Phillips College or in a college vehicle, unless prohibited by state or federal law. A license holder is responsible for complying with the applicable state law prohibitions.

The college president established this policy after consulting with Frank Phillips College students, staff and faculty about the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The policy was reviewed and approved by the Frank Phillips College Board of Regents as required by law. This policy can be changed and amended as deemed necessary by the college president. All changes and amendments will have Board of Regent approval and proper notice will be provided.

By law, the open carrying of handguns is prohibited on all campus premises. Licensed peace officers are authorized by law to carry firearms at all time.

Employees who are license holders are permitted to store a handgun in their office space so long as the gun is secured in a locked drawer or compartment. All licensed holders must secure their handgun when it is not on or about their person.

Any resident of campus housing who is a license holder and wants to store a handgun in his/her room must securely store it in a safe approved by the Director of Student Central.

Approved by the Frank Phillips College Board of Regents on March 20, 2017.

Student Discipline

Every student is responsible to the College for his or her actions. In cases where a student's actions violate college policy, the Executive Vice President for Academic Affairs or his or her designee will administer student discipline. Students are subject to such reasonable disciplinary action as considered appropriate. Disciplinary action may include a verbal warning, probation, dismissal from college housing, enforced withdrawal, suspension, or expulsion from the College. When flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, students may be suspended immediately pending formal investigation and hearing to determine final action. Any student who is suspended will forfeit any refunds or deposits. A student who is suspended may not attend classes or use College resources. However, if the disciplinary action is overturned, the student will be allowed to complete all missed assignments with no penalty and will be provided adequate instruction for the missed class days.

The steps involved in the Disciplinary Procedure are as follows:

1. The Executive Vice President for Academic Affairs or his or her designee will advise the student of the charges verbally and/or in writing. Information supporting the charges may be verbal or written and the student will be advised of the information.
2. The student may present information in his or her defense and request witnesses are heard in his or her behalf concerning the charges.
3. The Executive Vice President for Academic Affairs or his or her designee will take appropriate disciplinary action, if required. A disciplinary report will be completed and filed as deemed appropriate.
4. The student has the right to appeal decisions resulting in suspension or expulsion to the Disciplinary Committee. The committee is comprised of the Executive Vice President for Academic Affairs or his or her designate, two to three faculty members, one to two staff members and the president of the Student Senate or his/her designee. The committee members may be changed prior to the hearing if membership on the committee presents a conflict of interest with the involved student(s). The student must file a written request for a hearing within 48 business hours to the Executive Vice President for Academic Affairs or his or her designee.
5. The Executive Vice President for Academic Affairs will review the appeal and determine whether there is sufficient reason for a hearing.
6. If there is sufficient reason, the committee will be convened as soon as administratively possible, but no later than two weeks after receipt of the student's written appeal.
7. The student will be notified by the Executive Vice President for Academic Affairs of the date, location and time set for the hearing.
8. The student must provide the names of any witnesses who will appear on his or her

behalf at least 24 hours prior to the hearing. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.

9. During the hearing, the Executive Vice President for Academic Affairs or his or her designee will present charges and supporting information. The student and the Executive Vice President for Academic Affairs may each call witnesses and cross-examine witnesses.
10. The committee will review the information in closed session and make a final determination of the action to be taken. The decision of the committee will be verbally presented to the student with a written decision available within two weeks of the hearing.

Compliance with Federal Laws Regarding Discrimination

Frank Phillips College complies with federal laws that prohibit discrimination and ensure equality including:

1. Title VI of the Civil Rights Act of 1964
2. Title IX, Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. The Civil Rights Act of 1991

The College prohibits discriminatory practices towards students of on the basis of membership of age, race, religion, color, national origin, sex, or disability in its programs, services, or activities. Retaliation against a student who has filed a grievance regarding discrimination, participated in an investigation, or opposed practices in which discriminate against others is forbidden.

A grievance is an allegation of discrimination based on age, race, religion, color, national origin, sex, or disability in the college's programs, services, or activities. A grievance may also be based on sexual harassment or sexual misconduct.

A student may file a grievance against another student(s), an employee(s), or a community member. Grievances may also be filed against the college for failure to provide an adequate and appropriate environment to accommodate the needs and safety of students. Furthermore, a student does not have to be the direct recipient of the discrimination or harassment in order to file a grievance.

All aspects of the student grievance procedure are confidential with information protected as much as possible without compromising the integrity of the process. In some steps of the process, it is necessary for the person about whom the grievance has been filed to become aware of the allegations. In the case of sexual harassment or sex crimes, the college will notify law enforcement as required by law.

The college has adopted a process through which a student may file a grievance (informally or formally, verbally or in writing) regarding discrimination or sexual conduct.

Student Grievances

The College views certain individual rights as fundamental in its commitment to provide an atmosphere that enhances the opportunities for success of all students. Serious consideration is given in instances where these rights may have been violated. A procedure has been established to address all complaints brought by students **alleging discrimination** on the basis of age, race, religion, color, national origin, sex, or disability. Students are not required to make direct contact with the alleged harasser.

The steps involved in the Student Grievance Procedure are as follows:

1. The student must contact Dr. Shannon Carroll, Title IX Officer, to discuss with the student the allegations and the right to proceed with the grievance. In order for the college to quickly and fairly resolve the grievance, the student should notify the Title IX Officer within four (4) weeks of the inciting situation. If the grievance regards a violation of Section 504/Americans with Disabilities, the student will be referred to the Section 504/ADA Coordinator, Becky Green, who will conduct the initial interview and serve as a resource for the student during the appeal process. If a student contacts any employee other than the aforementioned, the employee will notify the Title IX Officer about the situation. In any situation that involves The Title IX Officer or Section 504/ADA Coordinator, the student should contact Dr. Jud Hicks, President. Dr. Hicks will hear the grievance only when it involves the Title IX Officer or 504/ADA Coordinator.
2. After discussing the allegations and the student's rights to proceed, a student may decide to write a formal grievance statement within twenty-one (21) days of the initial meeting. A student is not required to make a formal, written statement in order for the Title IX Officer to investigate the allegations. However, students are encouraged to do so as part of the record-keeping process should a hearing be necessary. During all conferences, however, the VPAA will make notes about the situation.
3. After receiving a grievance statement, either verbally or in writing, from a student, the Title IX Officer will contact the person against whom the allegation has been made and request a written statement regarding the situation.
4. Within fourteen (14) days of receiving the grievance statement from the student, the Title IX Officer will schedule a meeting with both parties in an effort to resolve the grievance. In the case of harassment, the student may request separate meetings in order to avoid direct contact with the alleged harasser. Both parties may present witnesses and other evidence during the meeting; however, no attorneys or other advisors may be present to represent either party. This meeting may not be recorded. After the meeting concludes, the Title IX Officer will complete any further investigation, make a determination regarding the violation of college policies, and render a written decision statement to both parties within fourteen (14) days of the meeting.
5. If the student is not satisfied with the decision made by the Title IX Officer, the student may appeal to a committee by notifying the Title IX Officer in writing within fourteen (14) days of receipt of the previous determination.
6. The Title IX Officer or his or her designee will convene the Student Grievance Committee, which consists of two faculty members, one staff member, and the president of the Student Government Association or his/her designee with the approval of the Title IX Officer or his or her designee. If any of the committee members are named in the allegation of discrimination, an alternate member will be appointed. The committee will choose a chairperson from its membership, and the chairperson will vote only in the case of a tie. If a student can present reasons why any regular member would be biased, the chairperson may choose an alternate.
7. The student will be notified in writing of the time and place of the formal hearing.
8. The Student Grievance Committee will convene for the formal hearing within 14 business days following the receipt of the written appeal for a committee hearing. The student will testify and may present evidence or call witnesses to support the allegations. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
9. The committee will make a decision based on a majority vote. The chairperson of the committee will prepare a written document outlining the findings and making a determination about the allegations within seven (7) days of the convening of the

hearing. The decision will be given in writing to the Title IX Officer, who will notify the student.

10. The Title IX Officer will act on the request within 10 days. The Title IX Officer may affirm or overrule the decision in its entirety or may affirm or overrule the decision in part. The student will be notified of the final decision in writing.
11. Upon receipt of the final decision, the student appeal process is exhausted with no further opportunity to appeal within the college's policies.

Student Complaints

A student may wish to make a complaint without going through an official appeal or grievance process. A student complaint form is available in the Office of Educational Services and through directors at Dalhart, Dumas, Hereford, and Perryton.

A student may choose to make the complaint anonymous to the person(s) about whom the complaint is lodged. However, the student will not remain anonymous to the Executive Vice President for Academic Affairs who will handle the complaint on behalf of the student. If a student wishes to remain anonymous to anyone else, he or she will note this desire on the form. However, students must realize that, in order to address a complaint, the Executive Vice President for Academic Affairs may have to convey information that makes the identity of the student clear. Before discussing the complaint with anyone, however, the Executive Vice President for Academic Affairs will speak to the student who has made the complaint.

Because of the possibility of disciplinary action being taken on the alleged violator, the actions taken to resolve the complaint may not be shared with the student, but if a student feels the situation is not resolved, he or she may speak further with the Executive Vice President for Academic Affairs.

Only final grades may be appealed, but a student complaint form may be used to contest any other grades or actions taken by a faculty member. The student will be responsible for providing adequate documentation to support the complaint.

If a situation about which the student complains involves a crime, the VPAA may be required to notify law enforcement. In that case, the VPAA will speak with the student about the requirements.

Academic Policies

Academic Honesty and Integrity

Students attending Frank Phillips College are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty including, but not limited to, cheating, collusion (working with anyone else to produce work for which you take credit without the professor's permission), utilizing resources such as books and notes for a test without the professor's permission, and plagiarism. Any of these offenses is considered serious and may result in disciplinary actions including:

- A grade of 0 for the test or assignment
- A semester grade of F for the course
- Administrative withdrawal from the course
- Academic suspension
- Notation of the student's transcript of "Academic Dishonesty"

***Faculty members have the right to assign a failing grade to a student who is guilty of academic dishonesty at any point during a semester. Faculty members may prohibit a student from dropping a course when academic dishonesty is discovered. However, if a student has dropped the course in accordance with the rules and dates applied to dropping a course and prior to the discovery of academic dishonesty, the grade of W will stand. Students currently enrolled in a course and students who have completed a course (A, B, C, D, CT, and I) may have a grade changed to an F if academic dishonesty is discovered. The faculty member must notify the student of the change to the final grade within one week of facilitating the change. The student will have the opportunity to appeal the final grade change according to the college policy stated in the catalog.

Credit for Courses

Academic credit at Frank Phillips College is granted on the basis of credit hours. A credit hour represents the passing work accomplished by a class meeting one hour a week for sixteen weeks. In a class meeting three hours a week, therefore, three credit hours are earned. Laboratory classes may require additional contact hours per credit hour.

Explanation of Course Number

All college courses include a prefix indicating the field of study in which they are classified and a four-digit number.

- The first digit of the number indicates the classification of the course.
1 = first-year level; 2 = sophomore level
- Courses with the first digit of "0" do not satisfy requirements for a degree from Frank Phillips College or any other state-supported college or university.
- The second digit represents the number of credit hours earned in the course.

Explanation of Course Type

- CTE = Career/Technical Education, typically does not transfer to a university.
- TRAN = Typically transfers to a university as an elective course.
- Core Curriculum = Counts towards fulfillment of core curriculum component area and is

guaranteed to transfer to a public university or college in Texas.

- DEV = College-preparatory course, does not transfer, does not count toward a degree.

Explanation of Course Lecture-Lab Hours

The numbers located in the course description refers to the number of lecture hours per week and the number of lab hours per week for the course (3-3-4).

- The first number indicates the number of lecture hours per week.
- The second number indicates the number of lab hours per week.
- The third number indicates the credit hours given for the course.

Credit Hours

A full-time student is defined as a student enrolled in a minimum of twelve (12) credit hours in each fall/spring semester. In most programs of study, a normal credit hour load is sixteen (16) credit hours per semester. To enroll in nineteen (19) or more total credit hours per semester or eight (8) credit hours per summer session (maximum of eighteen [18] credit hours for both summer sessions and the mini-term), students must present a signed recommendation from their advisors to the Director of Enrollment Management and the Executive Vice President for Academic Affairs for approval. Approval is granted only when a student has demonstrated the academic excellence in previous coursework. All student load calculations will include any special sessions, e.g., mid- and mini- sessions that are figured into the three primary semesters: fall, spring, and summer.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. Students should remember that, as a rule, three hours of preparation outside of class are necessary for each hour of class time.

Prerequisites

Prerequisites, listed at the end of each course description when applicable, are designed to ensure the student's preparation for the course is adequate. Prerequisites might include demonstration of proficiency in reading, writing, math, or computer technology or might include a course(s) that, when successfully completed with a grade of C or better, assists the student with the preparation necessary to succeed in the next class. Prerequisites for each course are noted in the course's description in this catalog.

Students enrolled in courses without having met the prerequisites may be administratively withdrawn and notified via their student email in the Student Portal accounts. If withdrawal occurs, the student must replace the course with a suitable alternative and should seek the advice of the appropriate advisor. Because pre-registration takes place before final grades are calculated in the same semester, **students are responsible for changing schedules when their grades do not qualify them to take a particular course.** If students fail to change their schedules, they will be administratively withdrawn from the course at the end of the first week of classes. Students will be entitled only to the refunds applicable to all other withdrawals on the same date.

Degree Plans

All students should file a degree plan with the Office of Educational Services by the end of their first enrolled term. This can be done through their FYIS course or by speaking to their advisor. The Director of Dual Credit or the Dual Credit Counselor can supply dual credit students with their degree plans. The student can file a new degree plan at any time during their enrollment at FPC.

Questions about degree plans can be forwarded to the Director of Enrollment Management in the Office of Educational Services.

Alternative College Credit

Credit by Exam

Frank Phillips College offers students an opportunity to earn college credit by examination. Students must petition for credit through the Office of Educational Services. Credit earned through examination will be placed on the student's permanent record when the number of hours earned in residence equals the number of credits earned by examination. Course credit will be listed on the student's transcript along with the course number, title, and the grade "CE." A footnote will indicate that the credit was obtained by examination. In Career/Technical Programs, credit may be awarded based on an exam developed, delivered, and proctored by the program director. Credit will not be awarded for any exams taken more than five years prior to a student's enrollment at Frank Phillips College. Complete information concerning the program of credit by examination may be obtained through the Director of Counseling, Testing and Career Services. Students intending to transfer should contact the transfer institution regarding alternative college credit as each institution determines its policy individually and may not accept alternative college credit from another institution.

Advanced Placement (AP)

The College Board Advanced Placement (AP) Program examinations are offered in participating secondary schools. Frank Phillips College may accept AP test scores for comparable course work within an academic discipline. Credit may be granted for a score of three or above. The student is responsible for forwarding an official report from Educational Testing Services (ETS) to the Office of Educational Services. Students will be awarded credit following completion of their first semester of enrollment after graduation from high school.

Minimum Scores for AP Credit

FPC Course		AP Test	Score	
BIOL 1406	Biology for Science Majors I	Biology	3-5	
BIOL 1407	Biology for Science Majors II	Biology**	3-5	
CHEM 1405	Introductory Chemistry I	Chemistry	3-5	
CHEM 1407	Introductory Chemistry II	Chemistry**	3-5	
ECON 2301	Principles of Macroeconomics	Principles of Macroeconomics	3	
ECON 2302	Principles of Microeconomics	Principles of Microeconomics	3	
ENGL 1301	Composition I	English Language & Composition	3 or 4	
		OR	English Literature & Composition	3 or 4
ENGL 1302	Composition II	English Language & Composition**		
		OR	English Literature & Composition**	
ENGL 2332	World Literature I	English Literature & Composition	3 or 4*	
* Provided student has earned credit for Composition I and II through the English Language & Composition score of 4				
ENGL 2333	World Literature II	English Literature & Composition	3 or 4*	
* Provided student has earned credit for Composition I and II through the English Language & Composition score of 4				
GOVT 2305	Federal Government	US Government & Politics	3	
HIST 1301	United States History I	US History	3-5	
HIST 1302	United States History II	US History**	3-5	
MATH 2312	Pre-Calculus	Calculus AB	3	
MATH 2412	Pre-Calculus	Calculus BC	3	
MATH 2413	Calculus I	Calculus BC**	4	
PHYS 1415	Physical Science I	Physics B	3-5	
PHYS 1417	Physical Science II	Physics B**	4-5	
PSYC 2301	General Psychology	Psychology	3	

SPAN 1411	Beginning Spanish I	Spanish/Spanish Language	3-5
SPAN 1412	Beginning Spanish II	Spanish**	4-5

**When a student scores higher than a 3, the exam may allow for additional credit. For example, a 3 on the Spanish exam gives credit for Beginning Spanish I, and a 4 or 5 on the same exam gives credit for Spanish I and Spanish II.

College Level Examination Program (CLEP)

Frank Phillips College accepts the subject examinations of the CLEP in most areas. Effective August 1, 2003, Frank Phillips College will grant credit on subject examinations with the following scores:

CLEP Subject Required	FPC Examination	Score Course
Accounting, Principles of	50	ACCT 2301 & 2302
American Government	50	GOVT 2305
Biology, General	50	BIOL 1406 & 1407
Calculus with Elem. Functions	50	MATH 2413 & 2414
Chemistry, General	50	CHEM 1411 & 1412
College Algebra	50	MATH 1314
English Literature	50	ENGL 2332 & 2333
Freshman College Composition	50	ENGL 1301
History of the United States I	50	HIST 1301
History of the United States II	50	HIST 1302
Macroeconomics, Principles of	50	ECON 2301
Microeconomics, Principles of	50	ECON 2302
Psychology, Introductory	50	PSYC 2301
Sociology, Introductory	50	SOCI 1301
Spanish Language, College Level	50	SPAN1411 & 1412
Trigonometry	50	MATH 1316

All CLEP required scores and hours granted are subject to revision.

Armed Forces Credit

Frank Phillips College may award credit for military experience and training. Credit may be awarded when learning achieved through military experiences is consistent with the educational objectives of the student and the requirements of the curriculum. ACE credits must align adequately with FPC course credits for all Armed Forces credits to be awarded. Students who wish to obtain such credit must submit official documentation to the Office of Educational Services. The Executive Vice President for Academic Affairs will make the final determination about the credit articulations.

Credit for Experience

Credit will be awarded for learning achieved through experience outside typical educational settings when it is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experience. Awarding of credit will be considered for the following experience:

- Students who have completed one year of active duty in the Armed Forces of the United States and who have been discharged or released honorably may receive three semester hours of physical education credit.
- Students who wish to obtain this credit should submit an original copy of their DD-214 and/ or DD-2586 to the Office of Educational Services;
- Military training and experience;
- Professional certificates, licenses, and credentials such as FAA licenses, medical field

licenses, etc.;

- Learning achieved through proprietary schools, apprenticeship, or other in-house training programs;
- Selected work experiences;
- Learning achieved through noncredit workshops, seminars, and conferences; and/ or
- Other experiences with appropriate documentation.

Students must be enrolled at the time they apply for credit. The credit, if awarded, must apply to the student's declared major. Students should:

- Contact the Executive Vice President for Academic Affairs to answer questions and to assist with the request.
- Prepare application for credit by experience identifying course petitioned for credit.
- Each application/portfolio must include a written justification by the student.
- Prepare portfolio documenting experience, which should include, but is not limited to the following:
 - Previous education related to course;
 - Previous work experience, military, etc. including dates, titles, job descriptions; In-service training workshops, including dates, topics, certificates, or transcripts;
 - Professional certificates, licenses; and
 - Letter from employers, volunteer agencies, regulatory agencies supporting experience.
- Return application form to the Executive Vice President for Academic Affairs.

The first three (3) credit hours for experience that are approved will be free. For any credits beyond the first three (3), students will be required to pay \$10 per credit hour granted, which will be transcribed. Only credits that are approved as "credit for experience" will be charged a fee. Credit earned through experience will be placed on the student's permanent record when the number of hours earned in residence equals the number of credits earned by examination. Course credit will be listed on the student's transcript along with the course number, title, and the grade "CR." A footnote will indicate that the credit was obtained by experience. Students are to consult with their advisors regarding "credit for experience" and complete the application form. The Executive Vice President for Academic Affairs will have the final authority in approving credit for experience.

Non-Accredited Transfer Credit

Students with college credit from an institution of higher education not accredited by the Southern Association, New England Association, North Central Association, Northwest Association, Middle States Association, or Western Association may submit their transcripts for evaluation. Generally, courses taken from a non-accredited institution will count neither as a general education core requirement nor as an elective at FPC. Students, however, may seek a waiver from the Executive Vice President for Academic Affairs. Students are encouraged to notify their academic advisors as soon as possible to process their requests. The Executive Vice President for Academic Affairs will have the final authority in approving credit from non-accredited institutions of higher education.

Auditing of Classes

Frank Phillips College allows auditing of academic classes only. If you are interested in auditing a course, please contact the Office of Educational Services. Class instructors must approve the audit, and all approvals are subject to available space. The cost of auditing a class is 100% of the total cost of the tuition and fees for the credit-bearing cost, including out-of-district and out-of-state variances. An audited class bears no grade, nor is completion of assignments required. Audited classes cannot be converted to credit and will not be noted on the student's official

transcript, and no CTE courses are auditable.

Class Schedule Revision

Course Cancellation

Frank Phillips College reserves the right to cancel or reschedule any course listed on the schedule for which the number of registered students is too small to justify the offering or for any other reasons in the best interest of the College. If students are unable to find a suitable course replacement, any tuition and fees paid by the students will be refunded at 100%. The College attempts to cancel classes as soon as it is evident that the enrollment is insufficient, but if the cancellation occurs after the first class day, the College will still refund 100% of the tuition and fees that the student paid.

Adding a Course

To add a course, a student must consult an academic advisor and complete a schedule revision form. After payment of appropriate fees, the student must submit the schedule revision form to Student Central or the main office of any other FPC site for final processing. Students should consult the calendar in the College *Catalog* for final dates for class changes and/or additions. Students enrolled only in online courses may contact the Office of Educational Services at (806) 457-4200, ext. 707 for assistance in schedule revisions.

Withdrawing from a Course

To withdraw from a course, a student should consult the instructor or the appropriate Administrator. The student must also consult an academic advisor and complete a schedule revision form. The student must also obtain clearance from the instructor or administrator before the schedule change form is taken to Student Central or the main office of any FPC site for final processing. Students enrolled only in online courses may contact the Office of Educational Services at (806) 457-4200, ext. 707 for assistance in withdrawing from courses.

Students who are enrolled in college-preparatory courses for TSI purposes may not withdraw from their only preparatory course unless they completely withdraw from college.

A grade of "W" will be given for withdrawals processed on or before the last day to withdraw. It is the responsibility of the student to withdraw officially from a course. Failure to withdraw officially may result in the student receiving a grade of "F" in the course. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to withdraw is posted in the academic calendar. Any exceptions to the posted dates must be approved by the Executive Vice President for Academic Affairs.

State Limit on Dropped Courses

Students who enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This student policy was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops is counted toward the six-course limit if:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicate or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from the institution.

Students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with the institution's policies on dropping courses. This statute applies across all Texas public institutions, but procedures for implementation may vary between institutions. Students affected by this policy may request an exemption to the policy by submitting a "Petition for Exemption to 6-Course Drop Policy" form. Exemptions include: illness, family death, active duty service and other good cause as determined by the institution. This form is available in the Office of Educational Services. Students who enroll in coursework at more than one institution of higher education have an obligation to keep track of the number of dropped courses across all institutions and ensure that they do not exceed six dropped course limit.

Withdrawal from the College

If for any reason a student must withdraw from all classes, proper withdrawal procedures must be initiated by the student either in person or by written correspondence that includes the student's signature, address, social security number, phone number, and course names and numbers. The withdrawal must be cleared by the instructors involved before it is processed. Students may contact the Office of Educational Services at the Borger campus or the main office of any FPC site. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar.

Any exceptions to the posted dates must be approved by the Executive Vice President for Academic Affairs.

Class Attendance

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with requirements of the course as established by the instructor.

Students will be excused from class without penalty when either representing the College in an approved activity or having an approved reason for not attending. Reasons for absences must be approved by the **instructor** of the course. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor concerned. Instructors are not required to excuse any absences other than those incurred through official college activities.

Students who enroll in one or more college-preparatory course(s) because of TSI deficiency will be administratively withdrawn from all classes if the course in which they are excessively absent (more than three absences in a class meeting once a week; more than six absences in a class meeting twice a week) is their only preparatory course. For a student enrolled in more than one preparatory course, the student may be dropped from only the course affected by absences. Students are notified via email after each absence in an effort to inform them of the official record of attendance. Students who wish to contest an absence should contact their instructors.

Any student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day, provided that proper notification of the absence is given to the instructor of the course missed. The student should notify the instructor within the first fifteen (15) days of the semester that he or she intends to be absent on the specified holy day.

Procedures for Assuring Identity of Distance-Learning Students

1. **Secure login and password:** each student enters a user name assigned by the college upon enrollment that uses a system-generated number that combines the student's last name with the student's unique identifier information. The student then enters a password

he or she created that is not available to other students or college personnel. If the student forgets the password, The Director of Enrollment Management or her designee can reset the password but cannot view the student's existing password.

- a. Students accept responsibility for the security of their passwords.
2. **Proctored Examinations:** Students enrolling in distance-learning courses are required to take examinations under the supervision of a proctor. When students enroll in the Virtual College of Texas network of courses, the FPC liaison attempts to find courses that require proctored testing at the Frank Phillips College campus to ensure that the students enrolled are the students receiving credit. Students must identify themselves in the remote location with an acceptable picture ID card. Faculty must approve the testing site and proctor and these locations may include:
 - a. Testing centers at colleges or universities, including Frank Phillips College sites in Borger, Dalhart, and Perryton sites of Frank Phillips College;
 - b. Professional testing centers such as Sylvan; or
 - c. Local independent school districts, proctored by a teacher, administrator, or librarian.

Frank Phillips College does not charge students for proctoring exams and encourages students to find no-cost centers in their remote locations. However, any cost associated with securing a proctor is the responsibility of the student. FPC does not charge students to proctor exams for other institutions of higher education.

3. Faculty members teaching distance-learning courses have a role in ensuring the identity of the students. Through different methods of engagement, faculty members begin to recognize the student's voice in such a way that the personal work can be authenticated. Faculty who suspect the students is not creating his or her own work can contact the Executive Vice President for Academic Affairs for support in proceeding with an investigation into the student's body of work.

Academic Progress

Students are expected to meet certain standards for course work completed at Frank Phillips College. A student must maintain a semester and cumulative grade point average of 2.0 or above to remain in good standing. Any student falling below a 2.0 cumulative grade point average will be placed on academic probation. Please see the section on Academic Probation.

Academic Honors

Frank Phillips College recognizes students with high academic achievement by naming them to the President's Honor Roll or the Vice President's Honor Roll. These lists are published soon after the close of the fall and spring semesters.

President's Honor Roll

To receive this honor, a student must be enrolled in twelve (12) or more credit hours (excluding preparatory courses) and have a grade point average (GPA) of 4.0 for the semester.

Vice President's Honor Roll

To receive this honor, a student must be enrolled in twelve (12) or more credit hours (excluding preparatory courses) and have a grade point average (GPA) between 3.50 and 3.99 for the semester.

Grades & Reports

Students' semester grades in all courses are filed in the Office of Educational Services, and these are the official records of the college. Final grades are reported at the end of each semester, and students may check their grades through their CAMS Plainsmen Portal; directions for accessing the site are posted on the Frank Phillips College home page (www.fpctx.edu).

Repeating a Course

When a course is repeated for credit, the higher grade and the credit hours associated with the higher grade will be used to determine the cumulative GP A. The lower grade and the credit hours associated with the lower grade will remain part of the student's permanent record and will remain on the students' transcript but will not be used to determine the cumulative GPA.

Preparatory courses are designed to assist the student in achieving college-level skills. Students who are underprepared for college will be placed according to the Texas Success Initiative (TSI) guidelines, and continued enrollment is necessary to master these skills. Students who drop (other than those administratively withdrawn for attendance) or end the course with an average lower than 70 may receive a semester grade of CT at the instructor's discretion, for continuation of the course. The student must enroll in and pay for the same course the following semester.

Grade Calculations

Grades are calculated in the following manner:

Standard Grade Scale:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

60 and below = F

Cosmetology Program Grade Scale:

90 – 100 = A

80 – 89 = B

76 – 79 = C

70 – 75 = D

69 and below = F

***Students may be removed from the program if their class averages fall below a 75% at any time during the program. Students must repeat any classes for which the final grade is a D or F.

LVN Program Grade Scale:

90 – 100 = A

80 – 89 = B

75 – 79 = C

60 – 74 = D

60 and below = F

***In order to continue in the nursing program, a grade average of 75 must be achieved to pass each nursing course. Course grades lower than 75 will result in the student being withdrawn from the program. In order to be eligible to take the **final exam**, the student must have an **exam** average of 74.45 or higher.

Final Course Grades

Grades are expressed in letters as follows:

- | | |
|----------|----------|
| A | Superior |
| B | Good |
| C | Average |
| D | Passing |

F	Failure
CE	Credit Examination
CR	Credit by Experience
I	Incomplete
W	Withdrawal
CT	Continuation of a Preparatory Course

Grade Points

A grade point is the numerical value given to letter grades. The following schedule of grade point values is used to compute a student's grade point average:

A	4 grade points per credit hour	CE	not computed
B	3 grade points per credit hour	CR	not computed
C	2 grade points per credit hour	I	not computed
D	1 grade point per credit hour	W	not computed
F	0 grade points	CT	not computed

Grade Point Average (GPA)

Semester Grade Point Average

The semester GPA is calculated by dividing the number of grade points earned in a given semester by the number of credit hours attempted in that same semester, excluding withdrawals and incompletes. This grade point average appears on the official grade report posted at the end of the semester.

Cumulative Grade Point Average

The overall GPA is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. This grade point average appears on the official grade report posted at the end of the semester and the official transcript.

Incomplete Grades

Incomplete grades are strongly discouraged, but an "I" (Incomplete) may be given when a student, for a justifiable reason (such as a documented illness), has failed to complete the requirements for a course. In order for the grade "I" to be assigned, the exact requirements the student is to fulfill must be outlined in a contract and signed by the student and the instructor and submitted to the Executive Vice President for Academic Affairs for approval before the end of the term. Faculty are not required to allow students to receive a grade of "I," and the opportunity to do so is at the discretion of the instructor and the Executive Vice President for Academic Affairs. The student must complete the specified course requirements before the end of the next full semester unless special permission for an extension is granted by the Executive Vice President for Academic Affairs. The instructor may specify a make-up time of less than the full-semester interval if the time period is noted in the contract. If the course requirements are not completed within the allotted time, the "I" will be changed to an "F" unless otherwise noted.

Grade Changes

A petition to change a final course grade must be filed in writing no later than the end of the semester following the grading period in which the grade was earned. The petition should be filed with the Executive Vice President for Academic Affairs and should include compelling reasons for the change. Once the instructor has submitted the final semester grade, students may not submit or revise work in order to improve the grade. (Refer to the official procedure in the Student Grade Appeal Policy section of the *Catalog*.)

Student Grade Appeal Policy

It is the policy of Frank Phillips College that instructors are solely responsible for assessing and evaluating student work. A student may appeal a **final class grade** by using the following procedures. All timelines refer to the first regular semester after the semester or mini-, mid-, and summer term(s) in which the grade was awarded (e.g., fall, spring). Grade appeals are not processed during the summer sessions unless the Executive Vice President for Academic Affairs determines that the case warrants immediate review. A Grade Appeal will not be conducted anonymously.

Written verification of the following steps below is critical. Therefore, the written appeal should be either mailed with return receipt or delivered to the Office of Educational Services and have a staff member verify the date and time of delivery.

The Executive Vice President for Academic Affairs has the final decision on whether or not the deadlines have been met and has authority to extend the deadlines. Only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

The student must follow the Student Grade Appeal Policy's steps 1-8 listed below, **first with the instructor and the Executive Vice President for Academic Affairs.**

Step 1: Student's Responsibility

Within the first two weeks of the semester immediately following the grade in question:

- The student must first discuss the concerns with the course instructor, stating the reason(s) for questioning the grade.
- If the instructor is not available or "on-campus," the student should notify the Executive Vice President for Academic Affairs and obtain the mailing address and/or telephone number of the instructor.

Step 2: Student's Responsibility

- If the complaint is not resolved with the instructor, the student must obtain and complete a Student Grade Appeal Form located in the Office of Educational Services.
- This form must be submitted to the instructor and a copy submitted to the Executive Vice President for Academic Affairs within the first three weeks of the semester. The student must attest in writing that the instructor has been informed of the intent to file a grade appeal.

Step 3: Instructor

Within two weeks from the date of receipt of the student's written statement:

- The instructor shall respond in writing to the student and provide a copy to the Executive Vice President for Academic Affairs.
- The instructor should explain the grading procedures and how the grade in question was determined, as well as address any other issues raised in the student's statement.

Step 4: Student's Responsibility

If the instructor is not available or does not resolve the matter within the two-week period:

- The student shall, within one week thereafter, readdress and submit the written appeal to the Executive Vice President for Academic Affairs.

Step 5: Executive Vice President for Academic Affairs

- The Executive Vice President for Academic Affairs has two weeks to consider both the student's and the instructor's written statements and to confer with each.
- The Executive Vice President for Academic Affairs will notify the instructor and the student of her recommendation. If a grade change is recommended, the instructor has the right to refuse the grade change recommendation. The instructor shall notify the Executive Vice President for Academic Affairs and the student in writing of his/her decision.

Step 6: Student's Responsibility

If the Executive Vice President for Academic Affairs does not act on or resolve the matter within a two-week period:

- The student shall, within one week thereafter, readdress and submit the written appeal to the Executive Vice President for Academic Affairs. The student may request a face-to-face hearing to further appeal the decision.

Step 7: Executive Vice President for Academic Affairs

- The Executive Vice President for Academic Affairs shall then convene the Academic Standards and Curriculum Committee to review the case. If the faculty member involved in the dispute is a member of the Academic Standards and Curriculum Committee, he or she will not participate in the hearing as a committee member.
- If feasible, the committee will meet with the student and the instructor together in an attempt to resolve the difference. The committee shall convene in a closed session to consider all aspects of the case before making its recommendation. At the conclusion of the hearing, however, the student will be given, verbally, the recommendation of the committee. The recommendation will then be considered by the Executive Vice President for Academic Affairs within four weeks of the hearing.
- The hearing is not a legal hearing. Therefore, it is not appropriate for the student of the College to bring legal representation to the meeting.
- No electronic recording or participation is permitted.

Step 8: Executive Vice President for Academic Affairs

- The Executive Vice President for Academic Affairs shall make a final decision after full consideration of the committee's recommendation within four weeks of the committee's hearing of the student's appeal. The Executive Vice President for Academic Affairs has the authority to change the grade. The student shall be notified in writing of the Executive Vice President for Academic Affairs' decision.
- The decision made by the Executive Vice President for Academic Affairs is final. No other options for appeal are available to the student. Faculty members may not appeal the decision of the Executive Vice President for Academic Affairs.

Academic Probation**Placement**

In keeping with FPC graduation guidelines, all students must maintain a minimum cumulative grade point average of 2.0. Failure to do so will cause the student to be placed on academic probation through the next regular fall or spring semester.

If a student is placed on academic probation, notification by student email and/or mail will be sent to the student. After receiving the notification, the following conditions apply.

Conditions

- The student must meet with the Director of Student Central in the Office of Student Central.
- Failure to contact the Director of Student Central will cause the student to remain on academic probation the following semester, regardless of GPA.
- Failure to contact the Director of Student Central the 2nd semester will cause the student to be placed on academic suspension, regardless of GPA.

Important Information Regarding Academic Probation:

- A student that is on academic probation may continue in succeeding semesters providing at least a 2.0 term GPA is achieved.
- A student placed on academic probation may not enroll in more than 16 hours unless special permission is given.

- A student receiving Veteran's Administration education benefits who is placed on academic probation will be reported to the VA as making unsatisfactory progress according to the criteria disclosed in the Student Financial Services section of the Catalog.

Return to Good Standing

Students will be removed from academic probation when they have raised their cumulative GPA to 2.0 or above and met the conditions of probation.

Academic Suspension

Placement

- A student already placed on academic probation who earns a term grade point average below 2.0 will be placed on academic suspension through the next regular semester.
- A student placed on academic suspension due to extenuating circumstances may petition, in writing, the Director of Student Central to be reinstated under academic probation.
- A student placed on academic suspension in the spring semester may enroll in a summer session. Upon completion of the summer session, the student's academic suspension status will be reevaluated for the fall semester.

Conditions

- A student placed on academic suspension is given time to reconsider academic goals and career plans outside the college setting.
- A student receiving Veteran's Administration education benefits who is placed on academic suspension will be reported to the VA as making unsatisfactory progress according to the criteria disclosed in the Student Financial Services section of the Catalog.

Readmission

After the suspension period of one regular semester, the student is eligible for readmission to FPC and will be automatically placed on academic probation with the requirement of meeting all the conditions previously stated.

Fresh Start

Fresh Start will be applied in accordance SB 1321 (1993) which includes the following section: "If an applicant elects to seek admission under this section, a public institution of higher education, in considering the applicant for admission, shall not consider academic course credit or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this section and is admitted as a student may not receive any course credit for courses undertaken prior to enrollment under this section." Students should contact the Director of Enrollment Management (mstevens@fpctx.edu) in the Office of Educational Services at the Borger campus for more information.

Graduation

Frank Phillips College awards the Associate in Applied Science, Associate in Arts, Associate in Science, Associate of Arts in Teaching, and Associate of Arts in Music Field of Study degrees. In addition, FPC awards Career/Technical certificates.

Graduation under a Particular Catalog

Catalog graduation requirements are based upon the year a student enters Frank Phillips College. These catalog requirements will remain in effect for up to five years as long as the student completes course work in at least one semester of each school year beginning with the fall semester. If the student does not complete courses in any one of the four semesters during the school year, the student's new graduation requirements will be those in effect for the year the

student reenters Frank Phillips College. A student may move to a newer catalog but will be responsible for fulfilling all requirements. No substitutions to core curricula requirements will be made.

General Requirements for Graduation

The student must:

1. Meet the entrance requirements of the College;
2. Complete the specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0;
3. Earn at least 25 percent of the required credit hours through Frank Phillips College (excluding course credit obtained through exam and/or experience);
4. Complete an Application for Graduation in the Office of Educational Services;
5. Discharge all financial obligations to the college prior to graduation;
6. Meet all TSI requirements, if applicable; and
7. Participate in graduation exercises. (All students are encouraged to participate in graduation exercises. Students working toward associate degrees are eligible to participate in graduation exercises when they earn a minimum of forty-five [45] credit hours; awarding of the final degree occurs when all courses are completed.)

Procedures to Apply for Graduation

Students entering their final semester toward completing a degree or certificate should complete an Application for Graduation in the Office of Educational Services between January 10 and two weeks before the end of the spring semester. Students who do not apply for graduation may still be awarded the earned certificate or degree but will not be eligible to participate in graduation ceremonies. Application for graduation includes verification of:

- a cumulative grade point average equal to or above 2.0;
- a completed degree plan and transcripts on file for the degree or certificate;
- a determination of the remaining credits that must be earned; and
- measurements for cap and gown.

Special Conditions

Transfer Students

Students transferring to FPC will be required to submit an official transcript for evaluation by the Director of Enrollment Management. Academic status (in good standing, probation, or suspension) will be determined based on their official transcripts in the same manner as other FPC students. Students transferring to FPC should refer to the General Admission Requirements for additional transfer requirements. An evaluation of the credits earned at another institution will be completed by the Director of Enrollment Management. No grades of *D*, *F*, *W*, or *I* will transfer from another institution into Frank Phillips College. Students who fail to provide an official college or high-school transcript by the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters until an official transcript is provided.

Campus Carry Policy

Texas Senate Bill 11 (84R Texas Legislature), also known as the “Campus Carry” law, allows concealed handgun license holders to carry concealed handguns on the campus of Texas Higher Education institutions. The effective date for Texas community colleges is August 1, 2017.

To review S.B. 11, click on this link:

<http://www.capitol.state.tx.us/tlodocs/84R/billtext/pdf/SB00011F.pdf#navpanes=0>

To learn about Texas Department of Public Safety handgun procedures, click on this link:
<https://www.dps.texas.gov/rsd/chl/>

In accordance with state law, the licensed carry of concealed handguns will be allowed at all Frank Phillips College locations/facilities beginning on August 1, 2017. A license holder may carry a concealed handgun on the campus of Frank Phillips College or in a college vehicle, unless prohibited by state or federal law. A license holder is responsible for complying with the applicable state law prohibitions.

The college president established this policy after consulting with Frank Phillips College students, staff and faculty about the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The policy was reviewed and approved by the Frank Phillips College Board of Regents as required by law. This policy can be changed and amended as deemed necessary by the college president. All changes and amendments will have Board of Regent approval and proper notice will be provided.

By law, the open carrying of handguns is prohibited on all campus premises. Licensed peace officers are authorized by law to carry firearms at all time.

Employees who are license holders are permitted to store a handgun in their office space so long as the gun is secured in a locked drawer or compartment. All licensed holders must secure their handgun when it is not on or about their person.

Any resident of campus housing who is a license holder and wants to store a handgun in his/her room must securely store it in a safe approved by the Director of Student Central.

Approved by the Frank Phillips College Board of Regents on March 20, 2017.

Student Discipline

Every student is responsible to the College for his or her actions. In cases where a student's actions violate college policy, the Executive Vice President for Academic Affairs or his or her designee will administer student discipline. Students are subject to such reasonable disciplinary action as considered appropriate. Disciplinary action may include a verbal warning, probation, dismissal from college housing, enforced withdrawal, suspension, or expulsion from the College. When flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, students may be suspended immediately pending formal investigation and hearing to determine final action. Any student who is suspended will forfeit any refunds or deposits. A student who is suspended may not attend classes or use College resources. However, if the disciplinary action is overturned, the student will be allowed to complete all missed assignments with no penalty and will be provided adequate instruction for the missed class days.

The steps involved in the Disciplinary Procedure are as follows:

1. The Executive Vice President for Academic Affairs or his or her designee will advise the student of the charges verbally and/or in writing. Information supporting the charges may be verbal or written and the student will be advised of the information.
2. The student may present information in his or her defense and request witnesses are heard in his or her behalf concerning the charges.
3. The Executive Vice President for Academic Affairs or his or her designee will take appropriate disciplinary action, if required. A disciplinary report will be completed and filed as deemed appropriate.
4. The student has the right to appeal decisions resulting in suspension or expulsion to

the Disciplinary Committee. The committee is comprised of the Executive Vice President for Academic Affairs or his or her designate, two to three faculty members, one to two staff members and the president of the Student Senate or his/her designee. The committee members may be changed prior to the hearing if membership on the committee presents a conflict of interest with the involved student(s). The student must file a written request for a hearing within 48 business hours to the Executive Vice President for Academic Affairs or his or her designee.

5. The Executive Vice President for Academic Affairs will review the appeal and determine whether there is sufficient reason for a hearing.
6. If there is sufficient reason, the committee will be convened as soon as administratively possible, but no later than two weeks after receipt of the student's written appeal.
7. The student will be notified by the Executive Vice President for Academic Affairs of the date, location and time set for the hearing.
8. The student must provide the names of any witnesses who will appear on his or her behalf at least 24 hours prior to the hearing. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
9. During the hearing, the Executive Vice President for Academic Affairs or his or her designee will present charges and supporting information. The student and the Executive Vice President for Academic Affairs may each call witnesses and cross-examine witnesses.
10. The committee will review the information in closed session and make a final determination of the action to be taken. The decision of the committee will be verbally presented to the student with a written decision available within two weeks of the hearing.

Compliance with Federal Laws Regarding Discrimination

Frank Phillips College complies with federal laws that prohibit discrimination and ensure equality including:

1. Title VI of the Civil Rights Act of 1964
2. Title IX, Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. The Civil Rights Act of 1991

The College prohibits discriminatory practices towards students of on the basis of membership of age, race, religion, color, national origin, sex, or disability in its programs, services, or activities. Retaliation against a student who has filed a grievance regarding discrimination, participated in an investigation, or opposed practices in which discriminate against others is forbidden.

A grievance is an allegation of discrimination based on age, race, religion, color, national origin, sex, or disability in the college's programs, services, or activities. A grievance may also be based on sexual harassment or sexual misconduct.

A student may file a grievance against another student(s), an employee(s), or a community member. Grievances may also be filed against the college for failure to provide an adequate and appropriate environment to accommodate the needs and safety of students. Furthermore, a student does not have to be the direct recipient of the discrimination or harassment in order to file a grievance.

All aspects of the student grievance procedure are confidential with information protected as much

as possible without compromising the integrity of the process. In some steps of the process, it is necessary for the person about whom the grievance has been filed to become aware of the allegations. In the case of sexual harassment or sex crimes, the college will notify law enforcement as required by law.

The college has adopted a process through which a student may file a grievance (informally or formally, verbally or in writing) regarding discrimination or sexual conduct.

Student Grievances

The College views certain individual rights as fundamental in its commitment to provide an atmosphere that enhances the opportunities for success of all students. Serious consideration is given in instances where these rights may have been violated. A procedure has been established to address all complaints brought by students ***alleging discrimination*** on the basis of age, race, religion, color, national origin, sex, or disability. Students are not required to make direct contact with the alleged harasser.

The steps involved in the Student Grievance Procedure are as follows:

1. The student must contact Dr. Shannon Carroll, Title IX Officer, to discuss with the student the allegations and the right to proceed with the grievance. In order for the college to quickly and fairly resolve the grievance, the student should notify the Title IX Officer within four (4) weeks of the inciting situation. If the grievance regards a violation of Section 504/Americans with Disabilities, the student will be referred to the Section 504/ADA Coordinator, Becky Green
2. , who will conduct the initial interview and serve as a resource for the student during the appeal process. If a student contacts any employee other than the aforementioned, the employee will notify the Title IX Officer about the situation. In any situation that involves The Title IX Officer or Section 504/ADA Coordinator, the student should contact Dr. Jud Hicks, President. Dr. Hicks will hear the grievance only when it involves the Title IX Officer or 504/ADA Coordinator.
3. After discussing the allegations and the student's rights to proceed, a student may decide to write a formal grievance statement within twenty-one (21) days of the initial meeting. A student is not required to make a formal, written statement in order for the Title IX Officer to investigate the allegations. However, students are encouraged to do so as part of the record-keeping process should a hearing be necessary. During all conferences, however, the VPAA will make notes about the situation.
4. After receiving a grievance statement, either verbally or in writing, from a student, the Title IX Officer will contact the person against whom the allegation has been made and request a written statement regarding the situation.
5. Within fourteen (14) days of receiving the grievance statement from the student, the Title IX Officer will schedule a meeting with both parties in an effort to resolve the grievance. In the case of harassment, the student may request separate meetings in order to avoid direct contact with the alleged harasser. Both parties may present witnesses and other evidence during the meeting; however, no attorneys or other advisors may be present to represent either party. This meeting may not be recorded. After the meeting concludes, the Title IX Officer will complete any further investigation, make a determination regarding the violation of college policies, and render a written decision statement to both parties within fourteen (14) days of the meeting.
6. If the student is not satisfied with the decision made by the Title IX Officer, the student may appeal to a committee by notifying the Title IX Officer in writing within fourteen (14) days of receipt of the previous determination.
7. The Title IX Officer or his or her designee will convene the Student Grievance

Committee, which consists of two faculty members, one staff member, and the president of the Student Government Association or his/her designee with the approval of the Title IX Officer or his or her designee. If any of the committee members are named in the allegation of discrimination, an alternate member will be appointed. The committee will choose a chairperson from its membership, and the chairperson will vote only in the case of a tie. If a student can present reasons why any regular member would be biased, the chairperson may choose an alternate.

8. The student will be notified in writing of the time and place of the formal hearing.
9. The Student Grievance Committee will convene for the formal hearing within 14 business days following the receipt of the written appeal for a committee hearing. The student will testify and may present evidence or call witnesses to support the allegations. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
10. The committee will make a decision based on a majority vote. The chairperson of the committee will prepare a written document outlining the findings and making a determination about the allegations within seven (7) days of the convening of the hearing. The decision will be given in writing to the Title IX Officer, who will notify the student.
11. The Title IX Officer will act on the request within 10 days. The Title IX Officer may affirm or overrule the decision in its entirety or may affirm or overrule the decision in part. The student will be notified of the final decision in writing.
12. Upon receipt of the final decision, the student appeal process is exhausted with no further opportunity to appeal within the college's policies.

Student Complaints

A student may wish to make a complaint without going through an official appeal or grievance process. A student complaint form is available in the Office of Educational Services and through directors at Dalhart, Dumas, Hereford, and Perryton.

A student may choose to make the complaint anonymous to the person(s) about whom the complaint is lodged. However, the student will not remain anonymous to the Executive Vice President for Academic Affairs who will handle the complaint on behalf of the student. If a student wishes to remain anonymous to anyone else, he or she will note this desire on the form. However, students must realize that, in order to address a complaint, the Executive Vice President for Academic Affairs may have to convey information that makes the identity of the student clear. Before discussing the complaint with anyone, however, the Executive Vice President for Academic Affairs will speak to the student who has made the complaint.

Because of the possibility of disciplinary action being taken on the alleged violator, the actions taken to resolve the complaint may not be shared with the student, but if a student feels the situation is not resolved, he or she may speak further with the Executive Vice President for Academic Affairs.

Only final grades may be appealed, but a student complaint form may be used to contest any other grades or actions taken by a faculty member. The student will be responsible for providing adequate documentation to support the complaint.

If a situation about which the student complains involves a crime, the VPAA may be required to notify law enforcement. In that case, the VPAA will speak with the student about the requirements.

Transfer of Credit

Academic courses (specified in the Community College General Academic Course Guide Manual and the FPC core curriculum) successfully completed at FPC are generally transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent courses are available for fulfilling associate degrees and the lower division portion of baccalaureate degree requirements. **It is the responsibility of the student, however, to determine prior to registration the transferability of any course with the Director of Enrollment Management who can be contacted at mstevens@fpctx.edu or (806) 457-4200, ext. 707.**

Courses completed with a grade of C or higher that are marked as core courses on the students' FPC transcript and fulfill core requirements are guaranteed to transfer to any public institution of higher education in the State of Texas. No college or university is required to accept courses with a grade of D or courses that are not part of a college's core curriculum. If students find that the transfer institution is not articulating the credit as equivalent core credit, they should contact the Executive Vice President for Academic Affairs at FPC, who will intervene on their behalf to ensure transferability of the courses.

Since transfer of specific courses normally depends upon the applicability of the completed work toward a degree plan specified by the receiving institution, any program of study at FPC should be planned to parallel the requirements of the program at the institution to which the student plans to transfer.

The Office of Educational Services maintains course articulation or conversion charts for many Texas institutions of higher education. These cross-reference charts enable students to determine the course equivalents at senior institutions. Counseling assistance is available to students who want more information about transferring to another institution.

Texas public senior colleges and universities usually accept up to sixty-six (66) hours of credit from a junior college. Some public colleges may deny the transfer of credit in courses with a grade of *D*. Preparatory courses are not transferable. CTE courses generally do not transfer to a four-year college or university.

Resolution of Transfer Disputes

Frank Phillips College encourages its students to take advantage of the Coordinating Board guidelines for the resolution of Transfer Disputes that may exist occasionally between courses earned at Frank Phillips College and another institution in Texas. The Coordinating Board guidelines implement SB 457 of the Texas Legislature and apply to the transferability of all academic courses offered as lower division courses.

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of its denial and the reason for it. The Commissioner of Higher Education or the Commissioner's designee shall make a final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

- a. The student who wishes to exercise his or her rights under these provisions needs to notify both the sending and the receiving institution of the intention to ask for a dispute to be resolved within 15 days of being notified that a transfer credit has been denied.

Guarantee for Transfer Credit

Transfer of Credit-Completed Core Curriculum: If a student successfully completes the 42 semester credit hour core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Board has approved a larger core curriculum at that institution.

Transfer of Credit-Core Curriculum Not Completed: Except as specified in subsection (f) of this section, a student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit within the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution.

Substitutions and Waivers: No institution or institutional representative may approve course substitutions or waivers of the institution's core curriculum requirements for any currently enrolled student. For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, evaluation of the courses the student completed prior to admission should apply to the fulfillment of the core curriculum component areas only those courses the institution has accepted for transfer that can demonstrate fulfillment of the exemplary educational objectives for the appropriate component area or areas.

Transfer Resolution

1. Frank Phillips College will assist students in their efforts to resolve transfer disputes. For students attending public institutions of higher education in Texas, the Texas Higher Education Coordinating Board (THECB) provides arbitration measures on behalf of the student. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These components must be identified by the student in accordance with the application for admission process and during the first semester of enrollment at FPC.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/ degree plan filed in a student's file in the Office of Educational Services at FPC. This plan must include the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such decision was made.
4. Only college-level courses with the Community College General Academic Course Manual approved numbers are included in this resolution.
5. Credit by examination (such as CLEP, etc.) must satisfy requirements of the receiving institution, and students are responsible for checking with the transfer college for acceptability.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer for similar course or courses as listed in the *Community College General*

Academic Course Guide Manual, the student must notify the Executive Vice President for Academic Affairs at FPC within 15 days of first notice of transfer credit denial so that the transfer dispute resolution process can be initiated.

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

Guarantee of Program Proficiency

If a recipient of a Certificate of Completion or an Associate in Applied Science (A.A.S.) degree is judged by his/her employer to be lacking in workforce job skills identified as exit competencies for his/her specific certificate or degree program, the graduate will be provided up to nine (9) tuition-free credit hours of additional skill training by FPC under the conditions of the guarantee policy. Special conditions that apply to the guarantee are listed below.

1. The graduate must have earned the Certificate of Completion or the A.A.S. degree in a workforce program identified in FPC's Catalog.
2. The graduate must have completed requirements for the Certificate of Completion or the A.A.S. degree at FPC, with a minimum of 75% of credits earned at FPC.
3. The graduate must be employed full-time in the area directly related to the area of the program concentration as certified by the Executive Vice President for Academic Affairs.
4. Employment must commence within 6 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by FPC as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment with the employer.
6. The employer, graduate, Executive Vice President for Academic Affairs, FPC counselor, and appropriate faculty advisor will develop a written educational plan for retraining.
7. Retraining will be limited to nine (9) semester credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Only course work taken within 5 years prior to graduation will be covered.
12. The guarantee does not include proficiency in computer software upgrades and technology improvements made after a student has successfully completed a course.

A student's sole remedy against FPC and its employees for skill deficiencies shall be limited to nine (9) semester credit hours of tuition-free education under the conditions described above. Activation of this guarantee may be initiated by the graduate by contacting the Executive Vice President for Academic Affairs within 90 days of the graduate's initial employment.

International Baccalaureate Diploma Credit

Frank Phillips College will grant a maximum of 24 semester credit hours (SCH) to any new student having an International Baccalaureate Diploma based on the table below. Frank Phillips College

may grant fewer than 24 SCH to a student if the student has scored less than 4 on any IBD examination administered as part of the diploma program. Applicants with the IB diploma must provide a completed IB official transcript with exam title and score to the Office of Educational Services before enrolling in order to receive credit.

Students who participate in the International Baccalaureate Program may receive college credit for exam scores of 4 or better on most Higher Level (HL) Exams and for a 5 or better on most Standard Level (SL) Exams. The amount of credit awarded will depend upon the exam scores and the level of the courses.

In compliance with SB 1 11, students will be granted a minimum of 24 hours of credit if they have earned the IB Diploma and have no scores lower than 4 on the Standard Level and Higher Level Exams. Applicants with the IB diploma must provide a complete IB official transcript with exam title and score to the Office of Educational Services before enrollment in order to receive credit. Frank Phillips College includes the IBD Policy in the Catalog and on the College website.

IB Subject SL Score HL Score

IB Subject	SL Score	HL Score	FPC/TCCN	Credit Hours
English A1		4	ENGL1301 or 1302	3
		5+	ENGL1301 & 1302	6
Spanish A2 or B	5	4	SPAN1411 & 1412	8
		5+	SPAN1411 & 1412 & 2311 & 2312	14
Business & Management	5	4	BUSI1301	3
Economics	5	4	ECON2301 & 2302	6
Geography	5	4	GEOG1303	3
History	5	4	HIST1301 or 1302	3
		5+	HIST1301 & 1302	6
Philosophy	5	4	PHIL1301	3
Psychology	5	4	PSYC2301	3
		5+	PSYC2301 & 2314	6
Anthropology	5	4	ANTH2346 or 2351	3
		5+	ANTH2346 & 2351	6
Biology	4	5	BIOL1406	4
Chemistry	5		CHEM1405	4
		6	CHEM1411	4
Physics		6	PHYS1401 & 1402	8
Mathematics (HL only)		5	MATH2413	4
Computer Science	5	4	COSC1301	3
Visual Arts	5	4	HUMA1315	3
Music	5	4	MUSI1306	3
Theatre Arts	5	4	DRAM1310	3

Instructional Programs

Associate in Arts Degree and Associate in Science Degree

The purpose of the Associate in Arts (A.A.) and the Associate in Science (A.S.) degree programs is to provide students with university-parallel or pre-professional courses, which readily transfer to four-year colleges and universities. Upon completing a degree, FPC students generally transfer to area universities with junior class standing. While the curricula suggested in this *Catalog* will satisfy the requirements of most senior institutions, it is the students' responsibility to identify as early as possible the institution to which they will transfer and to ascertain the specific degree requirements of that institution for the freshman and sophomore years. Students should consult with an FPC advisor on a regular basis to ensure enrollment in courses appropriate to the chosen major field of interest. The A.A. and A.S. degrees require completion of a minimum of 60 credit hours, excluding preparatory credits, 25 percent of which must be earned in residence at FPC. Most colleges/universities will accept at least 60 credit hours in transfer to satisfy specific baccalaureate requirements.

No college/university awards a "pre" degree. Students are advised to consult with an academic advisor at FPC to determine the program of study providing the most appropriate background (freshman/sophomore courses) for the programs listed above and for selected health science fields. Students should carefully check the entrance requirements of the university to which they expect to transfer. Completion of the suggested curriculum along with the appropriate General Education Core will qualify students for an associate degree.

Core Curriculum

The Texas Higher Education Coordinating Board requires that Associate of Arts (AA) and Associate in Science (AS) degrees include a curriculum of general education classes of 42 hours of courses designed to provide a breadth of knowledge to college graduates. Associate of Applied Science (AAS) degrees require a minimum of 15 hours of coursework to provide this breadth of knowledge. Frank Phillips College supports the inclusion of the core courses as they help students to think rationally about the world in which they live, appreciate arts and humanities, and apply mathematical and/or scientific logic to problem-solving. To that end, all degrees require at least one course in humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The State of Texas has also mandated a component in communication, history, and government for AA and AS degrees designed to transfer to a four-year college or university.

The **Foundational Component Areas** in the core curriculum and their applicable **Core Objectives** are:

Communication

- Critical Thinking
- Communication
- Teamwork
- Personal Responsibility

Mathematics

- Critical Thinking
- Communication
- Empirical and Quantitative Skills

Life and Physical Science

- Critical Thinking
- Communication
- Empirical and Quantitative

Skills

- Teamwork

Language, Philosophy, and Culture

- Critical Thinking
- Communication
- Social Responsibility
- Personal Responsibility

Creative Arts

- Critical Thinking
- Communication
- Teamwork
- Social Responsibility

American History

Critical Thinking
 Communication
 Social Responsibility
 Personal Responsibility
Government/Political Science
 Critical Thinking
 Communication
 Social Responsibility
 Personal Responsibility
Social and Behavioral Sciences
 Critical Thinking
 Communication
 Empirical and Quantitative

Skills
 Social Responsibility
Component Area Option
 Critical Thinking
 Communication

Breadth of Knowledge

The completion of a general education component for all associate degrees provides a breadth of knowledge that students possess when transferring to a four-year college or university. Those seeking applied associate degrees designed to prepare them for the workplace upon completion of the degree, will also carry the breadth of knowledge into the workplace. The courses do not focus on the skills, techniques, and procedures specific to a student's particular occupation or profession. However, when students have multiple courses from which to choose, the student's advisor does give consideration to the student's intended field of study so that the breadth of knowledge is most applicable. None of the core courses are specific to a single degree path. None of the courses prepare students for a specific occupation. Each degree has at least one course in each of the areas of humanities/fine arts, social/behavioral sciences, and natural science/mathematics. Associate of Arts, Associate in Science, and Associate of Arts, Teaching have a core course requirement of 42 hours. Associate of Applied Science degrees have a minimum of 15 hours.

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

Associate in Applied Science Degree Information & Certificates

The Associate in Applied Science degree (A.A.S.) is awarded upon completion of a prescribed two-year program of study designed to prepare students to enter and compete in the job market. A.A.S. curricula are designed to enable the graduate to enter an occupation with marketable skills, an acceptable level of technical competency, and the ability to communicate effectively. The general education core (minimum of 15 hours of coursework exposure to the core curriculum breadth of knowledge) and the total number of hours required for completing an A.A.S. degree varies depending upon the program of study.

Certificate Programs

FPC offers certificate programs designed to meet specific employment needs of the community. Students who enroll in certificate programs are generally interested in reentering the job market after an absence, changing careers, or upgrading job related skills in order to enhance employment specialization. Although certificates are normally one year in length, the specific number of credit hours varies by program area.

Program Advisory Committees

Advisory committees are used by the instructional divisions in each technical program area for program development, evaluation, long-range planning, development of employment opportunities for graduates, and other program issues. These committees provide an essential

link between the education institution and the business community to ensure that graduates are adequately prepared for employment. Members of the advisory committees are selected from related industry, prospective employers, and other knowledgeable community representatives.

Marketable Skills Achievement Awards

Advisory committees are valuable resources that assist the instructional divisions in each technical program area to determine which courses constitute a marketable basic-skill. The Marketable Skills Achievement Award provides an additional opportunity for students to enter the workforce with the necessary basic skills in a specific area such as agriculture or welding. These awards range from nine (9) to fourteen (14) credit hours.

General Education Core Curriculum

Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
Communication (*10)	6
ENGL 1301, SPCH 1311, SPCH 1318 or SPCH 1321	
Choose two (2) courses to fulfill the communication requirement; however, students must realize that ENGL 1301 is a pre-requisite to ENGL 1302, which is also required in the core. It is, therefore, in the best interest of students to choose ENGL 1301 and one speech class.	
Mathematics (*20)	3
MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 2312, , MATH 2315, MATH 2318, MATH 2320, MATH 2413, or MATH 2414	
Choose one (1) course for core requirements.	
Life & Physical Sciences (*30)	6
AGRI 1419, ANTH 2401, BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 1415, PHYS 1417, PHYS 2425, or PHYS 2426	
Choose two (2) courses from the list. The courses do not have to be in the same discipline; however, students should choose courses that best fit their intended majors. The distribution of credits for science will be two six (6) of the hours counting as a Natural Science requirement, and two (2) of the hours counting as a Component Area Option. Fulfillment of both component areas is required to complete the core curriculum.	
Language, Philosophy & Culture (*40)	3
ANTH 2346, ANTH 2351, ENGL 2321, ENGL 2326, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, or HIST 2311	
Choose one (1) course from the list. Students pursuing an Associate of Arts degree are required to have either an anthropology course and a literature course or two literature courses.	
Creative Arts (*50)	3
ARTS1301, ARTS 1303, ARTS 1304, HUMA 1315, or MUSI 1306	
Choose one (1) course from the list.	
American History (*60)	6
HIST 1301 and HIST 1302	
Choose two (2) courses from the list.	
Government/Political Science (*70)	6
GOVT 2305 and GOVT 2306	
Both courses are required for fulfillment of the core curriculum.	
Social and Behavioral Sciences (*80)	3
ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, or SOCI 1301	
Choose one (1) course from the list.	
Component Area Option (*90)	6
PSYC 1100 or EDUC 1100	(1)
ENGL 1302 or ENGL 2311	(3)
Students must take one (1) of these courses.	
Students must take one (1) of these courses.	
*The remaining two (2) hours required to fulfill the component area option are derived from the additional two (2) hours taken under the Life & Physical Sciences component area.	(2)
Total Credit Hours	42

Associate in Arts General Degree

Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
Communication (*10)	6
<i>Must include:</i>	
ENGL 1301 Composition I and	(3)
SPCH 1311 Introduction to Speech Communication or	(3)
SPCH 1321 Business & Professional Communication or	
SPCH 1318 Interpersonal Communication	
Mathematics (*20)	3
<i>Any college-level mathematics course</i>	
Life & Physical Sciences (*30)	6
<i>Must be laboratory science courses**</i>	
Language, Philosophy, and Culture (*40)	3
<i>Choose one course from the list below:</i>	
ANTH 2346 General Anthropology ENGL 2332 World Literature I HIST 2311 Western Civilization	
ANTH 2351 Cultural Anthropology ENGL 2333 World Literature II	
ENGL 2321 British Literature ENGL 2342 Forms of Literature I	
ENGL 2326 American Literature ENGL 2343 Forms of Literature II	
Creative Arts (*50)	3
<i>Choose one course from the list below:</i>	
HUMA 1315 Fine Arts Appreciation ARTS 1304 Art History Survey II	
ARTS 1303 Art History Survey I MUSI 1306 Music Appreciation	
American History (*60)	6
<i>Must include:</i>	
(Legislatively mandated)	
HIST 1301 United States History I and	(3)
HIST 1302 United States History II	(3)
Government/Political Science (*70)	6
<i>Must include:</i>	
(Legislatively mandated)	
GOVT 2305 Federal Government and	(3)
GOVT 2306 Texas Government	(3)
Social/Behavioral Science (*80)	3
<i>Choose one course from the list below:</i>	
ECON 2301 Principles of Macroeconomics PSYC 2301 General Psychology	
ECON 2302 Principles of Microeconomics PSYC 2314 Lifespan Growth & Development	
	SOCI 1301 Introduction to Sociology
Component Area Option (*90)	6
EDUC 1100 Learning Framework or PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II or ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	
	(2)
Additional Credit Hours for A.A. Degree	3
Any literature course (in addition to the literature course taken in the core requirements)	
Humanities Elective for A.A. Degree	3
<i>Choose one course from the list below:</i>	
ENGL 1302 Composition II HIST 2301 Texas History	
ENGL 2307 Creative Writing I HIST 2311 Western Civilization I	
ENGL 2311 Technical & Business Writing HIST 2312 Western Civilization II	
ENGL 2342 Forms of Literature I HIST 2321 World Civilization I	
ENGL 2343 Forms of Literature II SPCH 1321 Business & Professional Communication	
Approved Electives (Refer to the appropriate field of study for recommended electives.)	12
A.A. Degree Total:	60 Credit Hours

Associate in Science General Degree

Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
Communication (*10)	6
<i>Must include:</i>	
ENGL 1301 Composition I <i>and</i>	(3)
SPCH 1311 Introduction to Speech Communication <i>or</i>	(3)
SPCH 1321 Business & Professional Communication <i>or</i>	
SPCH 1318 Interpersonal Communication	
Mathematics (*20)	3
<i>Any college-level mathematics course</i>	
Life & Physical Sciences (*30)	6
<i>Must be laboratory science courses**</i>	
Language, Philosophy, and Culture (*40)	3
<i>Choose one course from the list below:</i>	
ANTH 2346 General Anthropology ENGL 2332 World Literature I HIST 2311 Western Civilization	
ANTH 2351 Cultural Anthropology ENGL 2333 World Literature II	
ENGL 2321 British Literature ENGL 2342 Forms of Literature I	
ENGL 2326 American Literature ENGL 2343 Forms of Literature II	
Creative Arts (*50)	3
<i>Choose one course from the list below:</i>	
HUMA 1315 Fine Arts Appreciation ARTS 1304 Art History Survey II	
ARTS 1303 Art History Survey I MUSI 1306 Music Appreciation	
American History (*60)	6
<i>Must include:</i>	
<i>(Legislatively mandated)</i>	
HIST 1301 United States History I <i>and</i>	(3)
HIST 1302 United States History II	(3)
Government/Political Science (*70)	6
<i>Must include:</i>	
<i>(Legislatively mandated)</i>	
GOVT 2305 Federal Government <i>and</i>	(3)
GOVT 2306 Texas Government	(3)
Social/Behavioral Science (*80)	3
<i>Choose one course from the list below:</i>	
ECON 2301 Principles of Macroeconomics PSYC 2314 Lifespan Growth & Development	
ECON 2302 Principles of Microeconomics SOCI 1301 Introduction to Sociology	
PSYC 2301 General Psychology	
Component Area Option (*90)	6
EDUC 1100 Learning Framework <i>or</i> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <i>or</i> ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	(2)
Additional Credit Hours for A.S. Degree - Choose one of the options below:	6
1. Students may take two (2) additional college-level mathematics courses; <i>or</i>	
2. Students may take one (1) additional college-level lab science course and one (1) additional college-level mathematics course; <i>or</i>	
3. Students may take two (2) additional college-level lab science courses; <i>or</i>	
4. Students may take one (1) additional college-level mathematics course and one (1) additional social science course from the courses listed below:	
<i>Social Science Elective</i>	
EDUC 1301 Introduction to Teaching Profession PSYC 2314 Lifespan Growth & Development	
GOVT 2304 Introduction to Political Science PSYC 2319/SOCI 2326 Social Psychology	
GOVT 2306 Texas Government SOCI 1306 Social Problems	
GOVT 2311 Mexican-American Politics SOCI 2301 Marriage & the Family	
Approved Electives (Refer to the appropriate field of study for recommended electives.)	12
A.S. Degree Total:	60 Credit Hours

Associate of Arts in Teaching

Associate of Arts in Teaching degree has been taken directly from the Texas Higher Education Coordinating Board's (THECB) website as printed.

Leading to Initial Texas Teacher Certification EC-6

AAT Components – Total: 60 SCHs

- ☐ Completed core curriculum (42 SCHs) PLUS:
- ☐ MATH 1350, MATH 1351, or equivalent (6 SCHs)
- ☐ Additional science beyond the core curriculum (6 SCHs)
- ☐ EDUC 1301, EDUC 2301 (6 SCHs)

EC-Grade 6 Certification (areas)

- ☐ EC-6 Generalist
- ☐ EC-6Bilingual Generalist
- ☐ EC-6 ESL Generalist
- ☐ EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

4-8, EC-12 Special Education

AAT Components – Total: 60 SCHs

- ☐ Completed core curriculum (42 SCHs) PLUS:
- ☐ MATH 1350, MATH 1351 or equivalent (6 SCHs)
- ☐ Additional science beyond the core curriculum (6 SCHs)
- ☐ EDUC 1301, EDUC 2301 (6 SCHs)

Grades 4-8 Certification (areas)

- ☐ 4-8 Generalist
- ☐ 4-8 Bilingual Generalist
- ☐ 4-8 ESL Generalist
- ☐ 4-8 English Language Arts & Reading
- ☐ 4-8 English Language Arts & Reading and Social Studies
- ☐ 4-8 Mathematics
- ☐ 4-8 Science
- ☐ 4-8 Mathematics and Science
- ☐ 4-8 Social Studies
- ☐ 4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

EC-Grade 12 Special Education Certification

- ☐ EC-12 Special Education
- ☐ EC-12 other Special Education certificates TBA (i.e. Teacher of the Deaf and Hard of Hearing)

6-12, 7-12, 8-12, EC-12 Other Than Special Education

AAT Components – Total: 60 SCHs

- ☐ Completed core curriculum (42 SCHs) PLUS:
- ☐ EDUC 1301, EDUC 2301 (6 SCHs)

- ☐ content area teaching fields/academic disciplines (12 SCHs)

Grades 8-12 Certification (areas)

- ☐ 7-12 History
- ☐ 7-12 Social Studies
- ☐ 7-12 Mathematics
- ☐ 7-12 Life Sciences
- ☐ 6-12 Physical Sciences
- ☐ 7-12 Science
- ☐ 7-12 English Language Arts & Reading
- ☐ 8-12 Computer Science
- ☐ 8-12 Technology Applications
- ☐ 8-12 Health Science Technology Education
- ☐ 7-12 Speech
- ☐ 7-12 Journalism
- ☐ 6-12 Business Education
- ☐ 8-12 Marketing Education
- ☐ 8-12 Mathematics & Physics
- ☐ 6-12 Agricultural Sciences and Technology
- ☐ 6-12 Technology Education
- ☐ 6-12 Family and Consumer Sciences
- ☐ 8-12 Dance
- ☐ 8-12 Mathematics & Physical Science & Engineering
- ☐ 8-12 Human Development and Family Studies
- ☐ 8-12 Hospitality, Nutrition and Food Sciences
- ☐ 7-12 Other content area teaching fields/academic disciplines TBA (i.e., Chemistry)

EC-Grade 12 Certification other than Special Education

- ☐ EC-12 Music
- ☐ EC-12 Physical Education
- ☐ EC-12 Art
- ☐ EC-12 Health
- ☐ EC-12 Theatre Arts
- ☐ EC-12 Technology Applications
- ☐ EC-12 Languages other than English
- ☐ EC-12 Other non-special education fields

Guided Pathways

Frank Phillips College does not award associate degrees in arts or science with any particular concentration. However, the college recognizes that students who fill elective requirements with courses that lend themselves to preparation for a particular university baccalaureate degree often have greater success. While no student is bound to follow a degree plan based on these recommendations, advisors will work with students to help them determine the best course of action for their plans.

Mathways

Mathways is an initiative in which Texas community colleges are committed to reform based on the four guiding principles below:

1. Multiple pathways with relevant and challenging mathematics content aligned to specific fields of study;
2. Acceleration that allows students to complete a college-level math course more quickly than in the traditional developmental math sequence;
3. Intentional use of strategies to help students develop skills as learners;
4. Curriculum design and pedagogy based on proven practice.

In the Mathways initiative, FPC advisors and faculty have determined that, depending on a student's major area of concentration, an appropriate math class may not be the traditional college algebra that most students take. To that end, each of the focus areas below has a recommended math class that best fits with the preparation necessary as a student transfers to a four-year college or university to earn a baccalaureate degree.

Semester Sequence Recommendations

Associate of Arts (AA), General Studies

SEMESTER ONE	Course Number	Course Name
	ENGL 1301	Composition I
	HIST 1301	United States History I
	Creative Arts	
	Mathematics	
	General Elective	
Course Number		Course Name
	ENGL 1302	Composition II
	HIST 1302	United States History II
	Communication	
	General Elective	
	General Elective	
SEMESTER THREE	Course Number	Course Name
	Life & Physical Science	
	Additional Credit Hours for AA	
	GOVT 2305	Federal Government
	Social/Behavioral Science	
	Component Area Option	
SEMESTER FOUR	Course Number	Course Name
	Humanities Elective for AA	
	Life & Physical Science	
	GOVT 2306	Texas Government
	Language, Philosophy, & Culture	
	General Elective	

Associate in Science (AS), General Studies

SEMESTER ONE	Course Number	Course Name
	ENGL 1301	Composition I
	HIST 1301	United States History I
	Creative Arts	
	Mathematics	
	General Elective	
SEMESTER TWO	Course Number	Course Name
	ENGL 1302	Composition II
	HIST 1302	United States History II
	Communication	
	Additional Credit Hours for AS	
	General Elective	
SEMESTER THREE	Course Number	Course Name
	Life & Physical Science	
	Language, Philosophy, & Culture	
	GOVT 2305	Federal Government
	Social/Behavioral Science	
	Component Area Option	

SEMESTER FOUR	Course Number	Course Name
	Additional Credit Hours for AS	
	Life & Physical Science	
	GOVT 2306	Texas Government
	Additional Credit Hours for AS	
	General Elective	

Career & Technical Education Programs

Agriculture Business and Production

Associate in Applied Science Degree & Certificate in Farm & Ranch Management (CIP: 010104)

The Agriculture Program encompasses all key aspects of the progressive agriculture industry and general education courses which when completed will meet the requirements for the Associate in Applied Science Degree in Agriculture (Farm and Ranch Management). The agriculture core course requirements concentrate on agribusiness, plant and soil sciences, and animal and food sciences. General education core courses offer a solid foundation for students whether they plan on transferring to a university or immediately entering the workforce. The majority of the agriculture courses and all of general education courses are **transferable** in this particular degree plan.

A Certificate of Completion may also be earned after completing the required 30-32 credit hours and a Marketable Skills Achievement Award after completing the required 12 credit hours. Learn more about the Agriculture Program by contacting the agriculture department at ext. 784.

Career Opportunities

There are endless agriculture career opportunities enhanced by completing the agriculture degree or certificate programs offered. Students entering agribusiness and production occupations can benefit from the technical knowledge and skills gained by taking the required agriculture courses and participating in the cooperative training program. Students receiving an Associate in Applied Science Degree in Agriculture (Farm and Ranch Management) typically enter vocational fields such as those listed below:

- Production Agriculture Operations
- Agriculture Marketing and Business Management
- Natural Resource Conservation
- Public Service in Agriculture
- Industrial Processing and Fabrication in Agriculture

Associate in Applied Science Degree - Farm & Ranch Management

I. First Semester	15 credit hours
• ENGL 1301 Composition I	3
• AGRI 1131 Agriculture Industry	1
• AGRI 1419 Introductory Animal Science	4
• AGCR 1407 Range Management	4
• SPCH 1311 Introduction to Speech Communication	3
○ OR	
• SPCH 1321 Business & Professional Communication	3
II. Second Semester	16 credit hours
• MATH 1314 College Algebra	3

	• AGRI 1329 Principles of Food Science	3
	• AGRI 1407 Agronomy	4
	• BUSI 1301 Introduction to Business	3
	○ OR	
	• ACCT 2301 Principles of Accounting I	3
	○ OR	
	• WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
	○ OR	
	• WLDG 1202 Fundamentals of Gas Metal ARC Welding (GMAW)	
	• ANTH 2351 Cultural Anthropology	3
	○ OR	
	• HUMA 1315 Fine Arts Appreciation	3
III.	Third Semester	17 credit hours
	• AGRI 2317 Introduction to Agriculture Economics	3
	• AGRI 2330 Wildlife Conservation and Management	3
	• AGAH 2313 Principles of Feeds and Feeding	3
	• CHEM 1411 General Chemistry I	4
	○ OR	
	• BIOL 1406 General Biology I	4
	• BCIS 1405 Business Computer Applications	4
	○ OR	
	• WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	2
IV.	Fourth Semester	12 credit hours
	• AGMG 2388 Internship/Ag Business Operations	3
	• AGRI 2321 Livestock Evaluation I	3
	• AGRI 1325 Marketing of Agriculture Products	3
	• GOVT 2306 Texas Government	3
	○ OR	
	• GOVT 2305 Federal Government	3
	Total:	60 credit hours

Students may choose from a variety of courses, but the degree requires sixty (60) credit hours to complete.

Exit Level Certificate of Completion - Farm & Ranch Management

I.	First Semester	18 credit hours
	• AGRI 1131 The Agricultural Industry	1
	• AGAH 2313 Principles of Feeds & Feeding	3
	• AGRI 1419 Introductory Animal Science	4

- AGRI 2403 Agricultural Construction 4
- OR**
- AGCR 1407 Range Management 4
- Choose two (2) of the following classes:**
- AGRI 1325 Marketing of Agricultural Products 3
- AGRI 2321 Livestock Evaluation I 3
- AGRI 2330 Wildlife Conservation & Management 3

- II. Second Semester 13 credit hours**
- AGMG 2301 Livestock Business Management 3
 - AGRI 1407 Agronomy 4
 - AGRI 1329 Principles of Food Science 3
 - AGMG 2388 Agribusiness Operations Internship 3

Total: 31 credit hours

Marketable Skills Achievement Award - In Farm & Ranch Management

Required Agriculture Core Courses 12 credit hours

- AGAH 2313 Principles of Feeds & Feeding 3
- AGRI 2403 Agricultural Construction 4
- OR**
- AGCR 1407 Range Management 4
- Choose two (2) of the following classes:**
- AGRI 1325 Marketing of Agricultural Products 3
- AGRI 2321 Livestock Evaluation I 3
- AGRI 2330 Wildlife Conservation & Management 3

Total: 13 credit hours

Exit Level Certificate of Completion – Livestock Production Specialist

- I. First Semester 15 credit hours**
- AGRI 1419 Introductory Animal Science 4
 - COSC 1401 Microcomputer Applications 4
 - AGRI 2321 Livestock Evaluation I 3
 - AGAH 1453 Beef Cattle Production 4
- II. Second Semester 15 credit hours**
- AGAH 2301 Anatomy and Physiology of Animals 3
 - AGAH 2386 Internship Animal/Livestock Husbandry 3
 - AGAH 2313 Principles of Feeds and Feeding 3
 - AGAH 1343 Animal Health 3

- AGAH 1347 Animal Reproduction 3

Total: 30 credit hours

Pending Approval from the Texas Higher Education Coordinating Board, the above certificates will be changed to reflect the courses sequences below:

Exit Level Certificate of Completion – Livestock Production Specialist

III. Required Agriculture Core Courses 16 credit hours

- AGAH 2309 Ranch and Feedlot Jobs and Development 3
- AGRI 2321 Livestock Evaluation I 3
- AGAH 1391 Special Topics in Animal Sciences, General 3
- AGRI 1419 Introductory Animal Science 4
- AGAH 1347 Animal Reproduction 3

IV. Select a minimum of 12 hours from the following: 14-15 credit hours

- BMGT 1305 Communications in Management 3
- AGMG Cooperative Education –Farm and Ranch Management 2
- AGMG 2312 Marketing of Agricultural Products 3
- AGRI 1309 Computers in Agriculture 3
- AGAH 1343 Animal Health* 3
- OR
- CETT 1409 DC-Ac Circuits* 4
- OR
- AGAH 2313 Principles of Feeds and Feeding* 3
- *Students will choose one (1) of these courses

Total: 30-31 credit hours

Marketable Skills Achievement Award - In Farm & Ranch Management

Required Agriculture Foundational Courses

- AGAH 2309 Ranch and Feedlot Jobs and Development 3
- AGRI 2321 Livestock Evaluation I 3
- AGAH 1391 Special Topics in Animal Sciences, General 3
- AGAH 1347 Animal Reproduction 3

Total: 12 credit hours

Cosmetology

Certificate of Completion

The cosmetology program is designed to incorporate the theory and laboratory experiences required to achieve the basic competencies necessary for a career in cosmetology, nail technology and/or cosmetology instructor. Students are introduced to the most current techniques based on the National Cosmetology Association Trend Releases. Frank Phillips College is dedicated to providing each student with competencies that will meet the demands of today's full-service salons. Satisfactory completion of the total required hours of instruction entitles the student to a certificate of completion. The issuance of this certificate is considered evidence that the holder is qualified to take the examination given by the Texas Department of Licenses and Regulation. The capstone experience for this program of study is the State Board of Cosmetology Exam. Individuals passing the state examination qualify to practice as licensed cosmetologists in the state of Texas.

The demand for cosmetologists in today's market is constant as the working population seeks out cosmetic services more frequently. Cosmetologists may specialize in hair design, cutting, perming, coloring and/or make-up. Although many cosmetologists are self-employed as stylists, business opportunities are also available in the following occupational areas: consultant, supply distributor or instructor.

Admission to the Program

The Cosmetology program accepts students in fall, spring, and summer semesters. Each program has a student to faculty ratio of 25:1, and admission is offered to students who have completed all admission requirements on a first-come, first-served basis. When the program has enrolled students to capacity, the Director will create a wait list for students who may be admitted if space permits.

Students who are admitted into the Cosmetology program must meet all FPC admissions requirements and the following requirements:

1. Provide a birth certificate or driver's license.
2. Provide 25.00 in money order, debit card, or credit card for the TDLR fee.

Cosmetology Licenses and Criminal Background

Texas Department of Licensing and Regulation (TDLR) has identified general factors that are considered in all cases. Individuals may request TDLR review their criminal background before actually applying for a license. The general factors considered in all cases, including licensure for cosmetologists are:

1. The nature and seriousness of the crime;
2. The relationship of the crime to the purposes for requiring a license to engage in the occupation;
3. The extent to which a license might offer an opportunity to engage in further criminal activity of the same type as that in which the applicant previously had been involved; and
4. The relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of the licensed occupation.

In determining the fitness to perform the duties and discharge the responsibilities of the licensed occupation of a person who has been convicted of a crime, the agency will also

consider the following:

1. The extent and nature of the person's past criminal activity;
2. The age of the person when the crime was committed;
3. The amount of time that has elapsed since the person's last criminal activity;
4. The conduct and work activity of the person before and after the criminal activity;
5. Evidence of the person's rehabilitation or rehabilitative effort while incarcerated or after release; and
6. Other evidence of the person's fitness , including letters of recommendation from:
 - a. Prosecutors and law enforcement and correctional officers who prosecuted, arrest, or had custodial responsibility for the person;
 - b. The sheriff or chief of police in the community where the person resides; and
 - c. Any other person in contact with the convicted person.

Cosmetologists

In addition to the above guidelines, certain criminal convictions for persons seeking licensure as cosmetologists may prevent the person from receiving state licensure. In addition, multiple violations of **any** criminal statute may reflect a pattern of behavior that renders the applicant unfit for the license.

Crimes involving prohibited sexual conduct or involving children as victims.

Reasons:

1. Licensees have direct contact with members of the general public often in settings with no one else present.
2. A person with a predisposition for crimes involving prohibited sexual conduct or involving children as victims would have the opportunity to engage in further similar conduct.

Crimes against the person such as homicide, kidnapping, and assault.

Reasons:

1. Licensees have direct contact with persons in situations that have potential for confrontational behavior.
2. A person with a predisposition of a violent response would pose a risk to the public.

Certificate of Completion – Cosmetology

Required Courses

39 credit hours

Fall Semester

- | | |
|--|---|
| • CSME 1443 Manicuring & Related Theory (CSME) | 4 |
| • CSME 1310 Introduction to Haircutting & Related Theory | 3 |
| • CSME 1405 Fundamentals of Cosmetology | 4 |

• CSME 1553 Chemical Reformation & Related Theory	5
Spring Semester	
• CSME 2310 Intermediate Haircutting & Related Theory	3
• CSME 2237 Advanced Cosmetology Techniques	2
• CSME 2501 Principles of Hair Coloring & Related Theory	5
• CSME 1447 Principles of Skin Care/Facials & Related Theory	4
•	
Summer Semester	
• CSME 2439 Advanced Hair Design	4
• CSME 2541 Preparation for Texas Cosmetology Examination	5

Certificate of Completion - Nail Technology

Required Courses	19 credit hours
• CSME 1330 Orientation to Nail Technology	3
• CSME 1431 Principles of Nail Technology I	4
• CSME 1441 Principles of Nail Technology II	4
• CSME 1443 Manicuring & Related Theory (Nails)	4
• CSME 2430 Nail Enhancement	4

Certificate of Completion – Cosmetology Instructor

Required Courses	20 credit hours
• CSME 1434 Cosmetology Instructor I	4
• CSME 1435 Orientation to the Instruction of Cosmetology	4
• CSME 2414 Cosmetology Instructor II	4
• CSME 2445 Instructional & Theory Clinical Operation	4
• CSME 2449 Cosmetology Instructor III	4

Instrumentation & Electrical Technology (I&E)

Associate in Applied Science Degree

The Instrumentation and Electrical Technology (I&E) program is intended to prepare students for positions within the petrochemical and related industries. The degree has distinct areas of concentration in Instrumentation Technology and Electrical Technology. Exit points include certificates of completion in each discipline area, as well as the Associate in Applied Science Degree. An internship experience is incorporated into the degree and the certificate programs to provide practical, relevant on-the-job training. For more information, contact the I&E center at ext. 138, 721 or 875.

The 31 hour certificate of completion in Pump and Engine Technology (P&E) will prepare students for positions in both field and plant operations within the petrochemical and related industries.

Career Opportunities: There are several career options open to students who have completed

the Instrumentation and Electrical Technology (I&E) degree program. The job outlook in this area is favorable and employers are actively seeking graduates of this type of program. Many petrochemical plants are now requiring potential employees to have an associate degree prior to the offer of employment. Students receiving an Associate of Applied Science in Instrumentation and Electrical Technology (I&E), or receiving one of the certificates, typically enter the career pathways listed below.

- Instrumentation Technology
- Electrical Technology
- Pump & Engine Technology

Associate in Applied Science

Instrumentation & Electrical Technology (I&E) (CIP 150404)

- **First Semester** **15 credit hours**
 - ENGL 1301 Composition I *OR* ENGL 2311 Tech Writing 3
 - ELPT 1319 Fundamentals of Electricity I 3
 - PTAC 1308 Safety, Health, and Environment I 3
 - INTC 1350 Digital Measurement and Controls 3
 - INTC 1305 Introduction to Instrumentation 3
- **Second Semester** **15 credit hours**
 - INTC 1356 Instrumentation Calibration 3
 - INTC 1348 Analytical Instrumentation 3
 - INTC 1355 Unit Operations 3
 - INTC 1358 Flow and Measurement Calibration 3
 - MATH 1314 or other College-Level Math 3-4
- **Third Semester** **15 credit hours**
 - ELPT 1341 Motor Control 3
 - ELPT 2347 Electrical Testing & Maintenance 3
 - INTC 2336 Distributed Controls & PLC 3
 - SPCH 1311 or 1318 College-level Speech 3
 - INTC 2388 Internship-Instrumentation Technology 3
- OR**
- **Fourth Semester** **15 credit hours**
 - HUMA 1315 Fine Arts Appreciation 3
 - ELPT 2339 Electrical Power Distribution 3
 - ELPT 1331 Survey of the National Electrical Code 3

OR

- ELPT 1357 Industrial Wiring 3
- INTC 2339 Instrument and Control Review 3
- College-level Social or Behavioral Science 3

Total: 60 credit hours

Certificate of Completion - Instrumentation Technology

FALL START

- **First Semester 13 credit hours**
 - CETT 1409 DC-AC Circuits 4
 - CETT 1325 Digital Fundamentals 3
 - INTC 1350 Digital Measurement and Controls 3
 - INTC 1305 Introduction to Instrumentation 3

- **Second Semester 12 credit hours**
 - INTC 1348 Analytical Instrumentation 3
 - INTC 1355 Unit Operations 3
 - INTC 1358 Flow and Measurement Calibration 3
 - INTC 2388 Internship-Instrumentation Technology 3

OR

- **Summer Session 9 credit hours**
 - INTC 1356 Instrumentation Calibration 3
 - INTC 2336 Distributed Controls & PLC 3
 - INTC 2339 Instrument and Control Review 3

Total: 34 credit hours

Certificate of Completion - Electrical Technology

FALL START

- **First Semester 13 credit hours**
 - CETT 1409 DC-AC Circuits 4
 - CETT 1325 Digital Fundamentals 3
 - INTC 1350 Digital Measurement and Controls 3
 - ELPT 2347 Electrical Testing & Maintenance 3

- **Second Semester 12 credit hours**
 - INTC 1305 Introduction to Instrumentation 3
 - INTC 1355 Unit Operations 3
 - ELPT 2339 Electrical Power Distribution 3
 - ELPT 1357 Industrial Wiring 3

- **Third Semester** **9 credit hours**
 - ELPT 1341 Motor Control 3
 - INTC 2339 Instrument and Control Review 3
 - INTC 2388 Internship-Instrumentation Technology 3
- OR**
- INTC 1391 Special Topics in Instrumentation Technology 3
- Total:** **34 credit hours**

Certificate of Completion — Pump & Engine Technology (P&E)

- I. First Semester** **16 credit hours**
 - CBFM 2317 Mechanical Maintenance 3
 - ENER 1330 Basic Mechanical Skills for Energy 3
 - IEIR 1343 Industrial Equipment Maintenance 3
 - CETT 1409 DC-AC Circuits 4
 - INTC 1305 Introduction to Instrumentation 3
- II. Second Semester** **15 credit hours**
 - ELPT 1341 Motor Control 3
 - INMT 2303 Pumps, Compressors & Mechanical Drives 3
 - INTC 1355 Unit Operations (Capstone) 3
 - PTRT 2323 Natural Gas Production 3
 - INTC 2388 Internship Instrumentation Technology *or* 3
 - INTC 1391 Special Topics in Instrumentation Technology 3
- Total:** **31 credit hours**

Certificate of Completion — Process Technology

- I. First Semester** **16 credit hours**
 - INTC 1305 Introduction to Instrumentation 3
 - PTAC 1302 Introduction to Process Technology 3
 - PTAC 1308 Safety, Health & Environment I 3
 - PTAC 1410 Process Technology I Equipment 4
 - Math 1314 College Algebra 3
 - **OR**
 - MATH 1316 Plane Trigonometry 3
 - **OR**
 - MATH 2312 Pre-Calculus Math 3
- II. Second Semester** **14 credit hours**
 - PTAC 2338 Process Technology III Operations 4
 - PTAC 2346 Process Troubleshooting 3
 - PTAC 2420 Process Technology II - Systems 4
 - PTAC 2387 Internship-Process Technology 3
 - **OR**

• PTAC 2314 Principles of Quality	3
Total:	30 credit hours

Marketable Skills Achievement Award - In Basic Electronics

• CETT 1303 DC Circuits	3
• CETT 1305 AC Circuits	3
• CETT 1425 Digital Fundamentals	4
• INTC 2336 Distributed Control & Programmable Logic	3
○ OR	
• ELMT 2333 Industrial Electronics	3
Total:	13 credit hours

Nursing

Nursing Program

Upon satisfactory completion of a 12-month course of training the vocational nursing student is entitled to receive a Certificate of Completion and is prepared to function in a nursing situation as a graduate vocational nurse. A graduate vocational nurse is eligible to make application to the Texas Board of Nursing to take the NCLEX-PN to become a Licensed Vocational Nurse (LVN). The vocational nursing program at Frank Phillips College is approved by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Career Opportunities

A world of opportunity awaits you as a Licensed Vocational Nurse. You will be prepared to function as a vital member of a health care team. For men and women who accept the responsibilities of the profession, rewards will be plentiful and frequent. Your services will be in immediate demand and job prospects for the future appear excellent.

Special Admission Requirements

Admission to the vocational nursing program is competitive. Final admission determination and assignment to clinical sites is based on comparative scores on the HESI Entrance Exam. A sanction screen, background verification, and drug screen are required for all students entering the Vocational Nursing Program. The sanction screen, background verification, and drug screen will be performed at the student's expense. The outcome may disqualify a student from continuing in the nursing program. For further information contact the Vocational Nursing Department.

- Any individual making application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a General Education Development Test Certificate (GED). An official transcript/copy of certificate must be on file in the Office of Admission and Records.
- Students must meet all the requirements for entrance to the college including taking the college entrance exam and achieve the minimum score set by the college.
- An official transcript from all colleges attended must be on file in Office of Admission and Records and a copy of all transcripts on file in the Nursing Department.
- Students must submit to a background verification which includes criminal history

and Medicare/Medicaid Sanction Screen.

- All applicants must take the HESI nursing entrance test and achieve the acceptable scores.
- Must submit two letters of reference. Reference letters **should not** be from friends or relatives and **should not** be hand delivered. One letter should be from a former teacher (college or high school) and the second letter from a former employer or coworker.
- Upon acceptance applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance.
- Required immunizations must be completed and submitted to the Borger campus nursing office by August 1st except for a TB test and a flu vaccination, which must be obtained at least 30 days prior to the first clinical day.
- WECM courses with equivalent or greater clock hours may be transferred to Frank Phillips College Nursing Program if a minimum grade of C was obtained.
- Transfer students will be considered for acceptance to the Frank Phillips College Nursing Program. All courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content compared to FPC course. In addition, the student may be asked to pass an exam and/or practicum for each course being transferred.

Licensed Vocational Nursing State Examination Rules Regarding Criminal Background

Student should be aware that the Board of Nurse Examiners may deny a license if the student's criminal background contains certain violations. Please read the statement that follows in order to determine your eligibility to take the exam.

ELIGIBILITY FOR LICENSURE

*****Applicants who answer yes to any of the Board of Nurse Examiner's questions must apply for a Declaratory Order through the Texas Board of Nursing, The questions include:***

For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not

adjudicated guilty?

- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about that criminal matter.

Are you currently the target or subject of a grand jury or governmental agency investigation?

Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If "YES" indicate the condition: [] schizophrenia and/or psychotic disorders, [] bipolar disorder, [] paranoid personality disorder, [] antisocial personality disorder, [] borderline

personality disorder

If you answered "YES" to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance(s) you are reporting to the Board.

Special Attendance Requirements

Vocational nursing students will be required to attend review sessions for the NCLEX state licensure exam after the general student population is dismissed for approximately two weeks.

Clinical Sites

Borger

Golden Plains Community Hospital
Baptist Saint Anthony Hospice and Home Health
Borger Medical Clinic
Dr. Jorge Sifuentes' Family Medical Practice
Buttercup Day Care
Baby Land Day Care
Caprock Nursing Home

Dalhart

Coon Memorial Hospital
Coon Memorial Home Health and Hospice
Dalhart Family Medical Clinic
Dalhart Area Child Care
Coon Memorial Nursing Home

Pampa

Pampa Regional Medical Center
Golden Phoenix
Pampa Nursing Center
Pampa Medical Group

Perryton

Ochiltree General Hospital

Vocational Nursing Certificate of Completion (FPC)

Satisfactory completion of the curriculum below makes the graduate eligible to apply for licensure as a Licensed Vocational Nurse.

SUMMER

- PSYC 2301 General Psychology
- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II

11 credit hours

3

4

4

FALL

15 credit hours

• VNSG 1402 Applied Nursing Skills I	4
• VNSG 1126 Gerontology	1
• VNSG 1227 Essentials of Medication Administration	2
• VNSG 1231 Pharmacology	2
• VNSG 1360 Clinical-Practical Nurse Introductory	3
• VNSG 1329 Medical-Surgical I	3

SPRING

13 credit hours

• VNSG 1234 Pediatrics	2
• VNSG 1332 Medical-Surgical II	3
• VNSG 2260 Clinical – Licensed Practical/Vocational Nurse Training	2
• VNSG 2363 Clinical-Practical Nurse Advanced	3
• VNSG 1230 Maternal-Neonatal Nursing	2
• VNSG 1136 Mental Health	1

Total:

39 credit hours

LICENSURE OF PERSONS WITH CRIMINAL CONVICTIONS, MENTAL ILLNESS, OR TREATMENT AND/OR ADDICTION FOR ALCOHOL OR DRUGS

“The Board may rely solely on the conviction of a crime or probation for a crime, with or without an adjudication of guilt, to limit, deny, suspend, or revoke a license” (Texas Board of Nursing).

DISCLOSURE OF CRIMINAL HISTORY OR DISCIPLINARY ACTIONS

If you have been convicted, adjudged guilty by a court, plead guilty, no contest or nolo contendere to any crime in any state, territory or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests (excluding minor traffic violations), it must be disclosed to the Texas Board of Nursing. * This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUI's, DWI's, and PI's must be reported and are not considered minor traffic violations. (One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed).

Individuals who have had any licensing authority refuse to issue you a license or revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or other imposed disciplined action taken must be disclosed to the Texas Board of Nursing.

DISCLOSURE OF MENTAL ILLNESS

The practice of professional nursing requires current mental fitness. The Board has identified certain disorders, which if occurring within the last 5 years, may indicate a potential lack of fitness. The disorders that must be disclosed to the Texas Board of Nursing include: schizophrenia and other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder, or borderline personality disorder.

DISCLOSURE OF TREATMENT AND/OR ADDICTION FOR ALCOHOL OR DRUGS

The practice of professional nursing requires current sobriety and fitness. If you have been addicted to or treated (i.e. attending support groups, out-patient treatment centers) for the use of

alcohol or any other drug within the last five (5) years, it must be disclosed to the Texas Board of Nursing.

Welding Technology

Certificate of Completion

The welding program is designed to train the student in the fundamentals of industrial welding processes with emphasis on layout and design. Specific areas of training include welding processes, welding procedures, blueprint reading, welding metallurgy, plate welding, pipe welding, pipe fitting, plate and pipe layout and fabrication, welding inspection and weld testing methods. Preparation for ASME testing is included in the curriculum.

Students that complete a list of required courses then complete a chosen area of specialization receive a certificate of completion. Possible areas of specialization include General Welding Specialist, which is designed to establish a strong foundation utilizing various welding techniques and processes, and Pipe Welding Specialist, which includes carbon steel and stainless steel alloys, utilizing SMAW, GMAW (MIG), and GTAW (TIG) processes in all positions.

Also, students that complete the required basic skills courses of fourteen (14) credit hours will receive the marketable skills achievement award.

Special equipment is required of all welding students and includes the following: gloves, hood, goggles, and safety glasses.

Certificate of Completion in Welding Technology

I. Required Courses	39 credit hours
a. Semester One	
• WLDG 1317 Introduction to Layout Fabrication	3
• WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
• DFTG 1325 Blueprint Reading and Sketching	3
• WLDG 1428 Intro. to Shielded Metal Arc Welding (SMAW)	4
b. Semester Two	
• WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW)	3
• WLDG 1337 Introduction to Welding Metallurgy	3
• WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
• WLDG 1435 Introduction to Pipe Welding	4
c. Semester Three	
• WLDG 2488 Internship – Welder/Welding Technologist*	4
• WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
• WLDG 2506 Intermediate Pipe Welding	5

Enhanced Skills in Welding Certificates

Students must complete all pre-requisite courses, thus earning a Certificate of

Completion in Welding prior to enrolling in Enhanced Skills certificates.

Industrial Welding Enhanced Skills **14 credit hours**

- WLDG 1434 Intro. to Gas Tungsten Arc Welding (GTAW) 4
- WLDG 1206 Fund. of Gas Tungsten Arc Welding(GTAW) 2
- WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) 4
- WLDG 2453 Advanced Pipe Welding 4

Enhanced Skills in Food-Grade Sanitary Welding

- WLDG 1391 Special Topics: Sanitary Welding 3
- WLDG 1491 Special Topics: Advanced Sanitary Welding 4

Pipe Welding Specialist

- WLDG 2453 Advanced Pipe Welding 4
- WLDG 1206 Fund. of Gas Tungsten Arc Welding (GTAW) 2

Additional Welding Classes Offered:

- WLDG 1391 Special Topics 3
- WLDG 1305 Art Metals 3
- WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) 4
- WLDG 2439 Advanced Oxy-Fuel Welding & Cutting 4
- WLDG 2447 Advanced Gas Metal Arc Welding (GMAW) 4
- WLDG 2452 Advanced Flux Cored Arc Welding 4
- PFPB 1443 Pipefitting Fabrication & Blueprint Reading 4
- PFPB 2408 Pipe Standards & Materials 4
- PFPB 2432 Adv. Pipefitting Standards, Specifications & Installation 4
- PFPB 2443 Advanced Pipe Practices 4
- PFPB 2449 Field Measuring, Sketching & Layout 4

Pipe Fitting Specialist - Certificate of Completion

I. Required Courses **24 credit hours**

- WLDG 1428 Introduction to Shielded Mtl Arc Welding (SMAW) 4
- PFPB 1443 Pipefitting Fabrication & Blueprint Reading 4
- PFPB 2408 Pipe Standards & Materials 4
- PFPB 2432 Adv. Pipefitting Standards, Specs. & Installation 4
- PFPB 2443 Advanced Pipe Practices 4

- PFPB 2449 Field Measuring, Sketching & Layout 4

Marketable Skills Achievement Award in Basic Welding

I. Required Courses 12 credit hours

- WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting 2
- WLDG 1317 Intro. to Layout Fabrication 3
- DFTG 1325 Blueprint Reading and Sketching 3
- WLDG 1428 Intro. to Shielded Metal Arc Welding (SMAW) 4

II. Area of Specialization 2 credit hours

Select one course from options below:

- WLDG 1202 Introduction to Gas Metal Arc (GMAW) Welding 2
- WLDG 1206 Fundamentals of Gas Tungsten Arc (GTAW) Welding 2

Total: 14 credit hours

Academic Course Descriptions

ACCT 2301—Principles of Financial Accounting

3-1-3

THECB CIP 52.0301.5104

*TRAN

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: meet TSI college-readiness standard for Mathematics; or equivalent. Recommended Corequisite: MATH 1324 – Mathematics for Business & Social Sciences

ACCT 2302—Principles of Managerial Accounting

3-1-3

THECB CIP 52.0301.5104

*TRAN

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 (Principles of Financial Accounting) with a grade of C or better.

AGRI 1131—The Agricultural Industry

1-0-1

THECB CIP 01.0103.5201

*TRAN

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

AGRI 1309—Computers in Agriculture

2-2-3

THECB CIP 01.0101.5101

*TRAN

Survey of the use of computers in agricultural applications.

AGRI 1315—Horticulture

2-2-3

THECB CIP 01.0601.5101

*TRAN

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. (Cross-listed as HORT 1301).

AGRI 1325—Marketing of Agricultural Products

3-0-3

THECB CIP 01.0102.5101

*TRAN

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

AGRI 1329—Principles of Food Science

3-0-3

THECB CIP 01.1001.5101

*TRAN

Biological and scientific aspects of modern industrial food supply systems. Food classification,

modern processing, nutritional quality, and quality control.

AGRI 1407—Agronomy

3-3-4

THECB CIP 01.1102.5101

*TRAN

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. (\$24 Lab Fee.)

AGRI 1419—Introductory Animal Science

3-3-4

THECB CIP 01.0901.5101

*Core Curriculum (Life & Physical Sciences)

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. (\$24 Lab Fee.)

AGRI 2301—Agricultural Power Units

2-2-3

THECB CIP 01.0204.5101

*TRAN

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.

AGRI 2317—Introduction to Agricultural Economics

3-0-3

THECB CIP 01.0103.5101

*TRAN

Fundamental economic principles and their application in the agriculture industry.

AGRI 2321—Livestock Evaluation I

2-2-3

THECB CIP 01.0901.5201

*TRAN

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. (\$24 Lab Fee.)

AGRI 2330—Wildlife Conservation & Management

3-0-3

THECB CIP 03.0601.5101

*TRAN

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

ANTH 2346—General Anthropology

3-0-3

THECB CIP 45.0201.5125

*Core Curriculum (Language, Philosophy & Culture)

Study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

ANTH 2351—Cultural Anthropology

3-0-3

THECB CIP 45.0201.5325

*Core Curriculum (Language, Philosophy & Culture)

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

ARTS 1301—Art Appreciation

3-0-3

THECB CIP 50.0703.5126

*Core Curriculum (Creative Arts)

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and

evaluate works of art within formal, cultural, and historical contexts.

ARTS1303—Art History I (Prehistoric to the 14th Century)

3-0-3

THECB CIP 50.0703.5226

*Core Curriculum (Creative Arts)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS1304—Art History II (14th century to the present)

3-0-3

THECB CIP 50.0703.5226

*Core Curriculum (Creative Arts)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

BCIS 1405—Business Computer Applications

3-3-4

THECB CIP 11.0202.5404

*TRAN

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

BIOL 1308—Integrated Science: Biology for Non-Science Majors I

2-3-3

THECB CIP 26.0101.5103

*TRAN

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory projects are included. This course is designed for elementary education majors transferring to WTA&M University.

BIOL 1322—Nutrition & Diet Therapy I

3-0-3

THECB CIP 19.0501.5109

*TRAN

This course introduces general nutritional concepts in health and disease and including practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (Cross-listed as HECO 1322).

BIOL 1406—Biology for Science Majors I

3-3-4

THECB CIP 26.0101.5103

*Core Curriculum (Life & Physical Sciences)

Fundamental principles of living organisms will be studied including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Must be taken concurrently with a laboratory section. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics with a C or higher. (\$46 Course Fee.)

BIOL 1407—Biology for Science Majors II

3-3-4

THECB CIP 26.0101.5103

*Core Curriculum (Life & Physical Sciences)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Must be taken concurrently with a laboratory section. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics with a C or higher. (\$46 Course Fee.)

BIOL 1408—Biology for Non-Science Majors I

3-3-4

THECB CIP 26.0101.5103

*TRAN

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Corequisite: BIOL 1408 Lab. (\$46 Course Fee.)

BIOL1409—Biology for Non-Science Majors II**3-3-4**

THECB CIP 26.0101.5103

*TRAN

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Corequisite: BIOL 1409 Lab. (\$46 Course Fee.)

BIOL 1411—General Botany**3-3-4**

THECB CIP 26.0301.5103

*Core Curriculum (Life & Physical Sciences)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) Must be taken concurrently with a laboratory section. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics with a C or higher- (\$46 Course Fee.)

BIOL 1413—General Zoology**3-3-4**

THECB CIP 26.0701.5103

*Core Curriculum (Life & Physical Sciences)

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. This course is intended for science majors- Must be taken concurrently with a laboratory section. Recommended prerequisite: Successful completion of MATH 1314 with a C or higher or concurrent enrollment in higher level mathematics is recommended. (\$46 Course Fee.)

BIOL 2401—Anatomy & Physiology I**3-3-4**

THECB CIP 26.0707.5103

*Core Curriculum (Life & Physical Sciences)

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special sense. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Must be taken concurrently with a laboratory section. Prerequisite: Passage or exemption from the reading section of a TSI approved test or completion of INRW 0322 with a grade of C or better. (\$46 Course Fee.)

BIOL 2402—Anatomy & Physiology II**3-3-4**

THECB CIP 26.0707.5103

*Core Curriculum (Life & Physical Sciences)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Must be taken concurrently with a laboratory section. Prerequisite: Completion of BIOL 2401 with a grade of C or better. (\$46 Course Fee.)

BIOL 2406—Environmental Biology**3-3-4**

THECB CIP 03.0103.5101

*Core Curriculum (Life & Physical Sciences)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Must be taken concurrently with a laboratory section. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher level mathematics is recommended. (\$46 Course Fee.)

BIOL 2420 Microbiology for Non-Science Majors**3-3-4**

THECB CIP 26.0503.5103

*TRAN

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Must be taken concurrently with a laboratory section. Prerequisite: Completion of BIOL2401 with a grade of C or better. (\$46 Course Fee.)

BUSI 1301—Business Principles**3-0-3**

THECB CIP 52.0101.5104

*TRAN

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2301—Business Law**3-0-3**

THECB CIP 22.0101.5124

*TRAN

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High-school coursework in U.S. history and government, or equivalent.

CHEM 1405—Introductory Chemistry I**3-3-4**

THECB CIP 40.0501.5103

*Core Curriculum (Life & Physical Sciences)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed allied health students and for students who are not science majors. Must be taken with a laboratory section. (\$24 Course Fee.)

CHEM 1407—Introductory Chemistry II**3-3-4**

THECB CIP 40.0501.5103

*Core Curriculum (Life & Physical Sciences)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Must be taken with a laboratory section. (\$24 Course Fee.)

CHEM 1411—General Chemistry I**3-3-4**

THECB CIP 40.0501.5403

*Core Curriculum (Life & Physical Sciences)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Must be taken concurrently with a laboratory section. Prerequisite: MATH 1314 College Algebra or equivalent academic

preparation. High school chemistry is strongly recommended. (\$24 Course Fee.)

CHEM 1412—General Chemistry II

3-3-4

THECB CIP 40.0501.5703

*Core Curriculum (Life & Physical Sciences)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Must be taken concurrently with a laboratory section. Prerequisite: CHEM 1411 or its equivalent with a grade of C or better. (\$24 Course Fee.)

CHEM 2423—Organic Chemistry I

3-4-4

THECB CIP 40.0504.5203

*Core Curriculum (Life & Physical Sciences)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Must be taken concurrently with a laboratory section. Prerequisite: CHEM 1412 with grades of C or better. (\$24 Course Fee.)

CHEM 2425—Organic Chemistry II

3-4-4

THECB CIP 40.0504.5203

*Core Curriculum (Life & Physical Sciences)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Must be taken concurrently with a laboratory section. Prerequisite: CHEM 2423 with a grade of C or better. (\$24 Course Fee.)

COMM 2311—Media Writing

3-0-3

THECB CIP 09.0401.5706

*TRAN

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

COSC 1301—Introduction to Computing

2-3-3

THECB CIP 11.0101.5107

*TRAN

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

CRIJ 1301—Introduction to Criminal Justice

3-0-3

THECB CIP 43.0104.5124

*TRAN

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306—Court Systems and Practices**3-0-3**

THECB CIP 22.0101.5424

*TRAN

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1307—Crime in America**3-0-3**

THECB CIP 45.0401.5225

*TRAN

American crime problems in historical perspective, social, and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310—Fundamentals of Criminal Law**3-0-3**

THECBCIP 22.0101.5324

*TRAN

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ 2313—Correctional Systems & Practices**3-0-3**

THECB CIP 43.0104.5424

*TRAN

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

CRIJ 2314—Criminal Investigation**3-0-3**

THECB CIP 43.0104.5524

*TRAN

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323—Legal Aspects of Law Enforcement**3-0-3**

THECB CIP 43.0104.5624

*TRAN

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328—Police Systems & Practices**3-0-3**

THECB CIP 43.0104.5724

*TRAN

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

ECON 2301—Principles of Macroeconomics**3-0-3**

THECB CIP 45.0601.5125

*Core Curriculum (Social & Behavioral Sciences)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

ECON 2302—Principles of Microeconomics**3-0-3**

THECB CIP 45.0601.5125

*Core Curriculum (Social & Behavioral Sciences)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

EDUC 1100—Learning Framework**1-1-1**

THECB CIP 42.2701.51.25

*Core Curriculum (Institutional Option)

A study of 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to draw continually from the theoretical models they have learned. (Cross-listed as PSYC 1100). (NOTE: While traditional study skills courses include some of the same learning strategies, e.g., note-taking, reading, test preparation as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level and therefore are distinguishable from Learning Framework courses.) Prerequisite: 30 hours of college-level credit. (\$24 Lab Fee.)

EDUC 1301—Introduction to the Teaching Profession**3-1-3**

THECB CIP 13.0101.5109

*TRAN

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content is aligned as applicable with State Board for Education Certification Pedagogy and Professional Responsibilities standards. (Course includes a 36 hour lab commitment with minimum of 16 hours of which must be in P-12 schools.) Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

EDUC 2301—Introduction to Special Populations**3-1-3**

THECB CIP 13.1001.5109

*TRAN

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspective of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. (Course includes a 36-hour lab commitment with a minimum of 16 hours that must be in EC-12 schools.) Prerequisite: Completion of EDUC 1301 with a grade of C or better.

INRW 0322—Integrated Reading and Writing**3-1-3**

THECB CIP 32.0108.5912

*DEV

This course serves as introduction to critical reading and writing as interdependent practices. This course prepares students for academic writing by reading closely, analyzing texts and developing and revising a range of compositions. This class fulfills TSI requirement for reading and/or writing, and may not fulfill baccalaureate requirements. (Does not count toward a degree.) (\$24 Lab Fee.)

ENGL 0101—Co-requisite Reading\Writing**0-1-1**

THECB CIP 32.0108.6012

*DEV

Class is taken simultaneously with ENGL 1301. This class fulfills TSI requirement for reading and/or writing, and may not fulfill baccalaureate requirements. (Does not count toward a degree.) (\$24 Lab Fee.)

NCBO Reading—Non-course based option for Reading**0-1-0**

THECB CIP 32.0108.6112

*DEV

Class is taken simultaneously with ENGL 1301. This class fulfills TSI requirement for math, and may not fulfill baccalaureate requirements. This class is offered at no cost, no credit, and is not transcribed. (Does not count toward a degree.)

NCBO Writing—Non-course based option for Writing**0-1-0**

THECB CIP 32.0108.6212

*DEV

Class is taken simultaneously with ENGL 1301. This class fulfills TSI requirement for math, and may not fulfill baccalaureate requirements. This class is offered at no cost, no credit, and is not transcribed. (Does not count toward a degree.)

STSK 0302—Study Skills**0-3-3**

THECB CIP 32.0101.5212

*DEV

Class is designed to help students obtain the skills in different areas such as language, reading, writing, and/or math to be successful. (Does not count toward a degree.) (\$24 Lab Fee.)

ENGL 1301—Composition I**3-1-3**

THECB CIP 23.1301.5112

*Core Curriculum (Communications)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Prerequisite: Passage of or exemption from the Writing and Reading sections of a TSI approved test or completion of INRW 0322 with a grade of C or better. ENGL 1301 is a pre-requisite for all 2000-level literature courses.

ENGL 1302—Composition II**3-0-3**

THECB CIP 23.1301.5112

*Core Curriculum (Institutional Option)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: Passage of or exemption from the Writing and Reading sections of a TSI approved test and completion of ENGL 1301 or its equivalent with a grade of C or better.

ENGL 2307—Creative Writing I**3-0-3**

THECB CIP 23.1302.5112

*TRAN

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisite: Passage of or exemption from the Writing and Reading Sections of a TSI approved test and completion of ENGL 1301 or its equivalent with a grade of C or better.

ENGL 2311—Technical & Business Writing**3-0-3**

THECB CIP 23.1303.5112

*Core Curriculum (Institutional Option)

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services.

Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

ENGL 2321—British Literature

3-0-3

THECB CIP 23.1404.5112

*Core Curriculum (Language, Philosophy & Culture)

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

ENGL 2326—American Literature

3-0-3

THECB CIP 23.1402.5112

*Core Curriculum (Language, Philosophy & Culture)

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: Completion of ENGL 1301 and ENGL1302 or ENGL 2311 or its equivalent with a grade of C or better.

ENGL 2331—World Literature (Literature of the Non-Western World)

3-0-3

THECB CIP 16.0104.5213

*TRAN

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.. Prerequisite: Completion of ENGL 1301 and ENGL1302 or ENGL 2311 or its equivalent with a grade of C or better.

ENGL 2332—World Literature I

3-0-3

THECB CIP 16.0104.5213

*Core Curriculum (Language, Philosophy & Culture)

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1302 and ENGL1302 or ENGL 2311 or its equivalent with a grade of C or better.

ENGL 2333—World Literature II

3-0-3

THECB CIP 16.0104.5213

*Core Curriculum (Language, Philosophy & Culture)

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1301 and ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

ENGL 2341—Forms of Literature

3-0-3

THECB CIP 16.0104.5113

*TRANS

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Emphasis on selected major works in various genres through which the students enhance their literary experience while developing skills in writing and research and developing a perception of humanity's intellectual development. Prerequisite: Completion of ENGL 1301 and ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

ENGL 2342—Forms of Literature I

3-0-3

THECB CIP 16.0104.5113

*Core Curriculum (Language, Philosophy & Culture)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Emphasis on selected major works in various genres through which the students enhance their literary experience while developing skills in writing and research and developing a

perception of humanity's intellectual development. Prerequisite: Completion of ENGL 1301 and ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better. (Scheduled for deletion, August 2019)

ENGL 2343—Forms of Literature II

3-0-3

THECB CIP 16.0104.5113

*Core Curriculum (Language, Philosophy & Culture)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Emphasis on selected major works in various genres through which the students enhance their literary experience while developing skills in writing and research and developing a perception of humanity's intellectual development. Prerequisite: Completion of ENGL 1301 and ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better. (Scheduled for deletion, August 2019.)

FYIS 0301—First Year Institute Seminar

3-1-3

THECB CIP 32.0101.5212

*DEV

Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. All first semester freshmen must enroll in the course during their first semester of college. A final grade of C or higher is required, or the student must repeat the course. (Does not count towards a degree.) (\$24 Lab Fee.)

GEOL 1403—Physical Geology

3-3-4

THECB CIP 40.0601.5403

*TRAN

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

GEOL 1404—Historical Geology

3-3-4

THECB CIP 40.0601.5403

*TRAN

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will induce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Prerequisite: GEOL 1403 Physical Geology

GOVT 2304—Introduction to Political Science

3-0-3

THECB CIP 45.1001.5225

*TRAN

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

GOVT 2305—Federal Government

3-0-3

THECB CIP 45.1002.5125

*Core Curriculum (Government/Political Science)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

GOVT 2306—Texas Government**3-0-3**

THECB CIP 45.1002.5125

*Core Curriculum (Government/Political Science)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

GOVT 2311—Mexican-American Politics**3-0-3**

THECB CIP 05.0203.5425

*TRAN

The study of Mexican-American/Chicano/a politics within the American political experience. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

HIST 1301—United States History I**3-0-3**

THECB CIP 54.0102.5125

*Core Curriculum (American History)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

HIST 1302—United States History II**3-0-3**

THECB CIP 54.0102.5125

*Core Curriculum (American History)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

HIST 2301—Texas History**3-0-3**

THECB CIP 54.0102.5225

*TRAN

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

HIST 2311—Western Civilization I**3-0-3**

THECB CIP 54.0101.5425

*Core Curriculum (Language, Philosophy & Culture)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

HIST 2321—World Civilizations I**3-0-3**

THECB CIP 54.0101.5325

*TRAN

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

HIST 2322—World Civilizations II**3-0-3**

THECB CIP 54.0101.5325

*TRAN

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

HIST 2381—African-American History**3-0-3**

THECB CIP 45.1101.5325

*TRAN

Historical, economic, social, and cultural development of minority groups. Topics may include African-American, Mexican American, Asian American, and Native American issues. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

HUMA 1315—Fine Arts Appreciation**3-0-3**

THECB CIP 50.0101.5126

*Core Curriculum (Creative Arts)

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience.

SKEM 0301—Skills Enhancement for Math**2-3-3**

THECB CIP 32.0104.5119

*DEV

An introductory course designed to identify deficiencies and provide a review of fundamental operations in mathematics. Based on the individual student's identified need. Topics include arithmetic operations on fractions, decimals, and integers; solving problems with proportions and percents; descriptive statistics; and basic geometric figures. Students who have not passed the Math section of the TSI test may be placed in this course. (Does not count toward a degree.) (\$24 Lab Fee.)

MATH 0302—Elementary Algebra & Geometry**2-3-3**

THECB CIP 32.0104.5119

*DEV

Algebraic expressions, linear equations and models, exponents, and polynomials, factoring, algebraic fractions, graphing, systems of linear equations, radicals, points, parallel and perpendicular lines, planes, space angles, triangles, congruent triangles, space figures, volume, surface, area, reasoning skills. Prerequisite: Placement by a TSI approved test. (Does not count toward a degree.) (\$24 Lab Fee.)

MATH 0303—Intermediate College Algebra**3-1-3**

THECB CIP 32.0104.5219

*DEV

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is designed for students who have insufficient preparation for college algebra or who have been out of high school for several years and need a review of algebraic fundamentals. Prerequisite: Completion of MATH 0302 with a grade of C or better or placement by a TSI approved test. (Does not count toward a degree.) (\$24 Lab Fee.)

MATH 0114—Co-requisite Math Lab**0-1-1**

THECB CIP 32.0104.5119

*DEV

Class is taken simultaneously with MATH 1314. This class fulfills TSI requirement for math, and may not fulfill baccalaureate requirements. (Does not count toward a degree.) (\$24 Lab Fee.)

NCBO Math—Non-course based option for Math**0-1-0**

THECB CIP 32.0104.5419

*DEV

Class is taken simultaneously with MATH 1314. This class fulfills TSI requirement for math, and may not fulfill baccalaureate requirements. This class is offered at no cost, no credit, and is not transcribed. (Does not count toward a degree.)

MATH 1314—College Algebra**3-0-3**

THECB CIP 27.0101.5419

*Core Curriculum (Mathematics)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: Completion of MATH 0303 with a grade of C or better or placement by an approved TSI test.

MATH 1316—Plane Trigonometry**3-0-3**

THECB CIP 27.0101.5319

*Core Curriculum (Mathematics)

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: Passage of the Math Section of a TSI approved test or completion of MATH 0303 with a grade of C or better.

MATH 1324—Mathematics for Business & Social Sciences**3-0-3**

THECB CIP 27.0301.5219

*Core Curriculum (Mathematics)

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: meet TSI college-readiness standard for Mathematics; or equivalent.

MATH 1325—Calculus for Business & Social Sciences**3-0-3**

THECB CIP 27.0301.5319

*Core Curriculum (Mathematics)

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1314 College Algebra with a C or higher or MATH 1324 Mathematics for Business and Social Sciences with a C or higher.

MATH 1332—Contemporary Mathematics (Quantitative Reasoning)**3-0-3**

THECB CIP 27.0101.5119

*Core Curriculum (Mathematics)

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics

include Introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Prerequisite: Passage of the Math Section of a TSI approved test or completion of MATH 0303 with a grade of C or better.

MATH 1342—Elementary Statistical Methods

3-0-3

THECB CIP 27.0501.5119

*TRAN

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Prerequisite: Completion of MATH 0303 with a grade of C or better or placement by an approved TSI test.

MATH 1350—Mathematics for Teachers I (Fundamentals of Mathematics I)

3-0-3

THECB CIP 27.0101.5619

*TRAN

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: Completion of MATH 1314 College Algebra or a higher-level math course with a grade of C or better.

MATH 1351— Mathematics for Teachers II (Fundamentals of Mathematics II)

3-0-3

THECB CIP 27.0101.5719

*TRAN

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or a higher-level math course and MATH 1350 with grades of C or better.

MATH 2312—Pre-Calculus

3-0-3

THECB CIP 27.0101.5819

*Core Curriculum (Mathematics)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 College Algebra or the equivalent preparation.

MATH 2313—Calculus I

3-1-3

THECB CIP 27.0101.5919

*Core Curriculum (Mathematics)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 or equivalent preparation. Recommended completion of MATH 1316 with a grade of C or better or Corequisite of MATH 1316.

MATH 2413—Calculus I

3-1-4

THECB CIP 27.0101.5919

*Core Curriculum (Mathematics)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 or equivalent preparation. Recommended completion of MATH 1316 with a grade of C or better or Corequisite of MATH 1316. (\$24 Lab Fee.)

MATH 2414—Calculus II**3-1-4**

THECB CIP 27.0101.6019

*Core Curriculum (Mathematics)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: Completion of MATH 2413 with a grade of C or better. (\$24 Lab Fee.)

MATH 2315—Calculus III**3-0-3**

THECB CIP 27.0101.6119

*Core Curriculum (Mathematics)

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: Completion of MATH 2414 with a grade of C or better.

MATH 2318—Linear Algebra**3-0-3**

THECB CIP 27.0101.6319

*TRAN

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: Completion of MATH 2414.

MATH 2320—Differential Equations**3-0-3**

THECB CIP 27.0101.6419

*TRAN

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414 Calculus II with a grade of C or better.

MUSI 1306—Music Appreciation**3-0-3**

THECB CIP 50.0902.5126

*Core Curriculum (Creative Arts)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Does not apply to a music major degree.

PHED 1144—Freshman Varsity Athletics I**0-1-1**

THECB CIP 36.0108.5123

*TRAN

Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) (\$17 Lab Fee.)

PHED 1145—Freshman Varsity Athletics II**0-1-1**

THECB CIP 36.0108.5123

*TRAN

Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) (\$17 Lab Fee.)

PHED 1301—Foundations of Kinesiology**3-0-3**

THECB CIP 31.0501.5223

*TRAN

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

PHED 1304—Personal/Community Health I**3-0-3**

THECB CIP 51.1504.5116

*TRAN

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

PHED 1308—Sports Officiating**2-2-3**

THECB CIP 31.0101.5123

*TRAN

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

PHED 1321—Coaching/Sports/Athletics I**2-2-3**

THECB CIP 31.0505.5123

*TRAN

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. (\$17 Lab Fee.)

PHED 1338—Concepts of Physical Fitness**2-2-3**

THECB CIP 31.0501.5123

*TRAN

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs. (\$17 Lab Fee.)

PHED 2144—Sophomore Varsity Athletics III**0-1-1**

THECB CIP 36.0108.5123

*TRAN

Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) (\$17 Lab Fee.)

PHED 2145—Sophomore Varsity Athletics IV**0-1-1**

THECB CIP 36.0108.5123

*TRAN

Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) (\$17 Lab Fee.)

PHYS 1401—College Physics I**3-3-4**

THECB CIP 40.0801.5303

*Core Curriculum (Life & Physical Sciences)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Must be taken concurrently with a laboratory section. Prerequisite: Completion of MATH 1314 AND MATH 1316 with a grade of C or better or MATH 2312/2412. (\$24 Lab Fee.)

PHYS 1402—College Physics II**3-3-4**

THECB CIP 40.0801.5303

*Core Curriculum (Life & Physical Sciences)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Must be taken concurrently with a laboratory section. Prerequisite: PHYS 1401 with a grade of C or better. (\$24 Lab Fee.)

PHYS 1403—Stars & Galaxies**3-3-4**

THECB CIP 40.0201.5103

*Core Curriculum (Life & Physical Sciences)

Study of stars, galaxies, and the universe outside our solar system. Must be taken concurrently with a laboratory section. (\$24 Lab Fee.)

PHYS 1404—Solar System**3-3-4**

THECB CIP 40.0201.5203

*Core Curriculum (Life & Physical Sciences)

Study of the sun and its solar system, including its origin. Must be taken concurrently with a laboratory section. (\$24 Lab Fee.)

PHYS 1415—Physical Science I**3-3-4**

THECB CIP 40.0101.5103

*Core Curriculum (Life & Physical Sciences)

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Must be taken concurrently with a laboratory section. (\$24 Lab Fee.)

PHYS 1417—Physical Science II**3-3-4**

THECB CIP 40.0101.5103

*Core Curriculum (Life & Physical Sciences)

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Must be taken concurrently with a laboratory section. (\$24 Lab Fee.)

PHYS 2425—University Physics I**3-3-4**

THECB CIP 40.0101.5403

*Core Curriculum (Life & Physical Sciences)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems, and thermodynamics; and emphasis on problem solving. Must be taken concurrently with a laboratory section. Prerequisite: Completion of MATH 2413 or its equivalent with a grade of C or better. (\$24 Lab Fee.)

PHYS 2426—University Physics II**3-3-4**

THECB CIP 40.0101.5703

*Core Curriculum (Life & Physical Sciences)

Principles of physics for science, computer science, mathematics, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Must be taken concurrently with a laboratory section. Prerequisite: Completion of PHYS 2425 and MATH 2414 Calculus II with a grade of C or better. (\$24 Lab Fee.)

PSYC 1100—Learning Framework**1-0-1**

THECB CIP 42.2701.5125

*TRAN

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1100) (\$24 Lab Fee.)

PSYC 2301—General Psychology**3-0-3**

THECB CIP 42.0101.5125

*Core Curriculum (Social & Behavioral Sciences)

General psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

PSYC 2306—Human Sexuality**3-0-3**

THECB CIP 42.0101.5325

*TRAN

This course will provide an overview of the broad field of human sexuality. Topics will be

covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better. (Cross-listed as SOCI 2306)

PSYC 2314—Lifespan Growth & Development

3-0-3

THECB CIP 42.2703.5125

*Core Curriculum (Social & Behavioral Sciences)

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

PSYC 2315—Psychology of Adjustment

3-0-3

THECB CIP 42.0101.5625

*TRAN

Study of the processes involved in adjustment of individuals to their personal and social environments. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

PSYC 2319—Social Psychology

3-0-3

THECB CIP 42.2707.5125

*TRAN

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better. (Cross-listed as SOCI 2326)

SOCI 1301—Introduction to Sociology

3-0-3

THECB CIP 45.1101.5125

*Core Curriculum (Social & Behavioral Sciences)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

SOCI 1306—Social Problems

3-0-3

THECB CIP 45.1101.5225

*Core Curriculum (Social & Behavioral Sciences)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Prerequisite: Completion of SOCI 1301 or its equivalent with a grade of C or better.

SOCI 2301—Marriage and the Family

3-0-3

THECB CIP 45.1101.5425

*TRAN

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Prerequisite: Completion of SOCI 1301 or its equivalent with a grade of C or better.

SOCI 2326—Social Psychology

3-0-3

THECB CIP 42.2707.5125

*TRAN

Study of individual behavior within the social environment. May include topics such as the socio-psychological processes, attitude formation and change, interpersonal relations, and group

processes. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.
(Cross-listed as PSYC 2319)

SPAN 1411—Beginning Spanish I

3-2-4

THECB CIP 16.0905.5113

*TRAN

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 1412—Beginning Spanish II

3-2-4

THECB CIP 16.0905.5113

*TRAN

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411 or its equivalent with a grade of C or better.

SPAN 2311—Intermediate Spanish I (3rd semester)

3-2-3

THECB CIP 16.0905.5213

*TRAN

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Two years of high school credits or SPAN 1412 or its equivalent with a grade of C or better.

SPAN 2312—Intermediate Spanish II (4th semester)

3-2-3

THECB CIP 16.0905.5213

*TRAN

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

SPCH 1311—Introduction to Speech Communication

3-0-3

THECB CIP 23.1304.5112

*Core Curriculum (Communication)

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1318—Interpersonal Communication

3-0-3

THECB CIP 23.1304.5412

*Core Curriculum (Communication)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321—Business & Professional Communication

3-0-3

THECB CIP 23.1304.5212

*Core Curriculum (Communication)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Career/Technical Education Course Descriptions by Program

Agriculture

AGAH 1197—Special Topics in Agricultural Animal Husbandry and Production Management **1-0-1**

THECB CIP 01.0302.0000

*CTE

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

AGAH 1341—Sheep and Goat Production **3-0-3**

THECB CIP 01.0901.0000

*CTE

An overview of the sheep and goat industry. Topics include the organization and operation of sheep and goat enterprises, selection, breeding, reproduction, health, nutrition, management, and marketing of sheep and goats and their products.

AGAH 1343—Animal Health **3-0-3**

THECB CIP 01.0302.0000

*CTE

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

AGAH 1347—Animal Reproduction **2-2-3**

THECB CIP 01.0302.0000

*CTE

Study of organs, functions, endocrinology, and common management practices related to reproduction. (\$200 Lab Fee for Certification Testing.)

AGAH 1453—Beef Cattle Production **3-3-4**

THECB CIP 01.0302.0000

*CTE

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing.

AGAH 1391—Special Topics in Animal Sciences, General **2-2-3**

THECB CIP 01.0901.0000

*CTE

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

AGAH 2309—Ranch and Feedlot Jobs and Development **2-2-3**

THECB CIP 01.0302.0000

*CTE

Study of the proper maintenance of livestock and facilities.

AGAH 2313—Principles of Feeds & Feeding **2-2-3**

THECB CIP 26.0707.0000

*CTE

Study of the role and application of feed nutrients and additives. Topics include comparative

aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens. (\$24 Lab Fee.)

AGAH 2386—Internship: Animal/Livestock Husbandry & Production **0-18-3**
THECB CIP 01.0302.0000 *CTE

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

AGCR 1407—Range Management **3-3-4**
THECB CIP 01.1106.0000 *CTE

Practical problems of managing native pastures and rangelands. Includes rangeland ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

AGCR 2313—Soil and Water Conservation Management **2-2-3**
THECB CIP 03.0101.0000 *CTE

Study of physical and chemical soil deterioration and loss, water conservation, and principles for protection and maintenance of these resources. Topics include plant/water relationships, water conservation methods, basic terrace engineering principles, sediment loss, and land use plans.

AGME 1209—Equipment Repair **1-3-2**
THECB CIP 01.0201.0000 *CTE

Introduction to the skills required for maintenance, repair, and renovation of equipment.

AGME 1291—Special Topics in Agricultural Mechanization, General **1-2-2**
THECB CIP 01.0201.0000 *CTE

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

AGME 1380—Cooperative Education: Agricultural Mechanization, General **1-20-3**
THECB CIP 01.0201.0000 *CTE

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

AGME 1415—Farm & Ranch Shop Skills I **3-3-4**
THECB CIP 01.0201.0000 *CTE

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodwork, plumbing, and concrete.

AGMG 1380—Cooperative Education: Agricultural Business & Management, General **1-20-3**

THECB CIP 01.0101.0000 *CTE

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

AGMG 1580—Cooperative Education: Agricultural Business & Management, General **1-39-5**

THECB CIP 01.0101.0000 *CTE
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

AGMG 2301—Livestock Business Management 3-0-3
THECB CIP 01.0101.0000 *CTE
Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.

AGMG 2312—Marketing of Agricultural Products 3-0-3
THECB CIP 01.0102.0000 *CTE
Study of operations in the movement of agricultural commodities from producer to consumer including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing.

AGMG 2388—Internship: Agribusiness/Agricultural Business Operations 0-18-3
THECB CIP 01.0102.0000 *CTE
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Graphic Design

ARTC 1305—Basic Graphic Design 2-4-3
THECB CIP 50.0402.0000 *CTE
Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

Cosmetology

CSME 1310—Introduction to Haircutting & Related Theory 1-8-3
THECB CIP 12.0407.0000 *CTE
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning, and finishing techniques. (\$816.01 Book Bundle.)

CSME 1401—Orientation to Cosmetology 3-4-4
THECB CIP 12.0401.0000 *CTE
An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1420—Orientation to Facial Specialist 2-8-4
THECB CIP 12.0408.0000 *CTE
An overview of the skills and knowledge necessary for the field of facials and skin care.

CSME 1443—Manicuring and Related Theory 2-8-4
THECB CIP 12.0410.0000 *CTE
Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

CSME 1447—Principles of Skin Care/Facials & Related Theory 2-8-4
THECB CIP 12.0409.0000 *CTE

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Corequisites: CSME 2310, 2337, and 2501.

CSME 1505—Fundamentals of Cosmetology **3-8-5**
THECB CIP 12.0401.0000 *CTE

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Corequisites: CSME 1443, 1310, and 1553. (\$46 Course Fee.)

CSME 1553—Chemical Reformation & Related Theory **3-8-5**
THECB CIP 12.0407.0000 *CTE

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Corequisites: CSME 1443, 1310, and 1505.

CSME 2310—Advanced Haircutting & Related Theory **1-8-3**
THECB CIP 12.0407.0000 *CTE

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. Corequisites: CSME 1447, 2337, and 2501.

CSME 2337—Advanced Cosmetology Techniques **1-8-3**
THECB CIP 12.0401.0000 *CTE

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Corequisites: CSME 1447, 2310, and 2501.

CSME 2501—Principles of Hair Coloring & Related Theory **3-8-5**
THECB CIP 12.0407.0000 *CTE

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Corequisites: CSME 1447, 2310, and 2337.

CSME 2539—Advanced Hair Design **3-8-5**
THECB CIP 12.0407.0000 *CTE

Advanced concepts in the theory and practice of hair design. Prerequisite: Completion of CSME 1505 with a grade of C or better.

CSME 2541—Preparation for the State Licensing Examination **3-8-5**
THECB CIP 12.0401.0000 *CTE

Preparation for the state licensing examination. Prerequisites: CSME courses 1443, 1310, 1447, 1505, 1553, 2310, 2337, 2501, and 2539 with grades of C or better. Capstone course.

Nail Technology

CSME 1330—Orientation to Nail Technology **1-8-3**
THECB CIP 12.0410.0000 *CTE

An overview of the fundamental skills and knowledge necessary for the field of nail technology. (\$46 Course Fee.)

CSME 1431—Principles of Nail Technology I **2-8-4**
THECB CIP 12.0410.0000 *CTE

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Prerequisite/Corequisite: CSME 1330.

CSME 1441—Principles of Nail Technology II **2-8-4**
THECB CIP 12.0410.0000 *CTE

A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Prerequisite/Corequisite: CSME 1431.

CSME 1443—Manicuring and Related Theory **2-8-4**

THECB CIP 12.0410.0000

*CTE

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. (\$535.02 Book Bundle.)

CSME 2430—Nail Enhancement **2-8-4**

THECB CIP 12.0410.0000

*CTE

A course in the theory, application, and related technology of nail enhancement.

Cosmetology Instructor

CSME 1434—Cosmetology Instructor I **2-8-4**

THECB CIP 12.0413.0000

*CTE

The fundamentals of instructing cosmetology students. Suggested Prerequisite: Valid Texas Department of Licensing and Regulation license and high-school diploma or GED. (\$146.95 Book Bundle.)

CSME 1435—Orientation to the Instruction of Cosmetology **2-8-4**

THECB CIP 12.0413.0000

*CTE

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Suggested Prerequisite: Valid Texas Department of Licensing and Regulation license and high-school diploma or GED. (\$46 Course Fee.)

CSME 2414—Cosmetology Instructor II **2-8-4**

THECB CIP 12.0413.0000

*CTE

A continuation of the fundamentals of instructing cosmetology students. Suggested Prerequisite: Valid Texas Department of Licensing and Regulation license and high-school diploma or GED.

CSME 2445—Instructional Theory and Clinic Operation **2-8-4**

THECB CIP 12.0413.0000

*CTE

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Suggested Prerequisite: Valid Texas Department of Licensing and Regulation license and high-school diploma or GED

CSME 2449—Cosmetology Instructor III **2-8-4**

THECB CIP 12.0413.0000

*CTE

Presentation of lesson plan assignments and evaluation techniques. Suggested Prerequisite: Valid Texas Department of Licensing and Regulation license and high-school diploma or GED

Instrumentation, Electrical, Pump & Engine, & Process Technology

CBFM 2317—Mechanical Maintenance **2-2-3**

THECB CIP 46.0401.0000

*CTE

General principles of mechanical and electrical systems as related to inspection, repair, and preventative maintenance of facility equipment. Suggested prerequisite: CBFM 2011/2311/2311: Building Maintenance II. (\$55 Course Fee.)

CETT 1302—Electricity Principles **2-2-3**

THECB CIP 15.1201.0000

*CTE

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations. (\$55 Course Fee.)

CETT 1303—DC Circuits **2-2-3**

THECB CIP 15.1201.0000	*CTE
A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. (\$55 Course Fee.)	
CETT 1305—AC Circuits	2-2-3
THECB CIP 15.1201.0000	*CTE
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. (\$55 Course Fee.)	
CETT 1325—Digital Fundamentals	2-2-3
THECB CIP 15.1201.0000	*CTE
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic. (\$55 Course Fee.)	
CETT 1409—DC-AC Circuits	3-2-4
THECB CIP 15.1201.0000	*CTE
Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. (\$55 Course Fee.)	
CETT 1425—Digital Fundamentals	3-2-4
THECB CIP 15.1201.0000	*CTE
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic. (\$55 Course Fee.)	
CTEC 1391—Special Topics in Chemical Technology/Technician	3-0-3
THECB CIP 41.0301.0000	*CTE
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (\$55 Course Fee.)	
ELMT 2333—Industrial Electronics	2-2-3
THECB CIP 15.0403.0000	*CTE
Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, and computer equipment. Includes presentation of programming schemes. (\$55 Course Fee.)	
ELPT 1311—Basic Electrical Theory	2-2-3
THECB CIP 46.0301.0000	*CTE
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. (\$55 Course Fee.)	
ELPT 1319 – Fundamentals of Electricity	
THECB CIP 46.0301.0000	
ELPT 1331—Survey of the National Electrical Code	3-0-3
THECB CIP 46.0301.0000	*CTE
Content, format, rules, and calculations in the National Electrical Code (NEC). (\$55 Course Fee.)	
ELPT 1341—Motor Control	2-2-3
THECB CIP 46.0301.0000	*CTE
Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram	

interpretations. (\$55 Course Fee.)

ELPT 1345—Commercial Wiring

2-2-3

THECB CIP 46.0301.0000

*CTE

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. (\$55 Course Fee.)

ELPT 1357—Industrial Wiring

2-2-3

THECB CIP 46.0301.0000

*CTE

Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures. (\$55 Course Fee.)

ELPT 2339—Electrical Power Distribution

2-2-3

THECB CIP 46.0301.0000

*CTE

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, protective devices. Includes calculations of fault current, system load analysis, rates, and power economics. (\$55 Course Fee.)

ELPT 2347—Electrical Testing and Maintenance

2-2-3

THECB CIP 46.0301.0000

*CTE

Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power testing, and medium voltage switchgear. (\$55 Course Fee.)

ENER 1330—Basic Mechanical Skills for Energy

2-2-3

THECB CIP 15.0503.0000

*CTE

Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs. (\$55 Course Fee & \$110 Book Bundle.)

HEMR 1304—Natural Gas Compression

2-4-3

THECB CIP 47.0302.0000

*CTE

An introductory course in the principles of the operation of gas compressors and natural gas engines. (\$55 Course Fee.)

IEIR 1343—Industrial Equipment Maintenance

2-2-3

THECB CIP 47.0105.0000

*CTE

Maintenance and repair of power transmission systems involving gear, V-belt, and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance, repair, and overhaul procedures used on common process pumps and compressors. (\$55 Course Fee.)

INMT 1391—Special Topics in Manufacturing Technology/Technician

2-2-3

THECB CIP 1530613.0000

*CTE

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (\$55 Course Fee.)

INMT 2303—Pumps, Compressors & Mechanical Drives

2-2-3

THECB CIP 15.0613.0000

*CTE

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives. (\$55 Course

Fee and \$106 Book Bundle.)

INTC 1291—Special Topics in Instrumentation Technology/Technician **2-0-2**
THECB CIP 15.0404.0000 *CTE

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency. (\$55 Course Fee.)

INTC 1305—Introduction to Instrumentation **2-2-3**
THECB CIP 15.0404.0000 *CTE

A survey of the instrumentation field and the professional requirements of the instrumentation technician. (\$55 Course Fee.)

INTC 1348—Analytical Instrumentation **2-2-3**
THECB CIP 15.0404.0000 *CTE

Analytical instruments emphasizing utilization in continuous process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments. (\$55 Course Fee.)

INTC 1350—Digital Measurement and Controls **2-2-3**
THECB CIP 15.0404.0000 *CTE

Basic measurement control instrumentation. Includes movement of digital data through common systems employing parallel and serial transfers. (\$55 Course Fee.)

INTC 1355—Unit Operations **3-1-3**
THECB CIP 15.0404.0000 *CTE

Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis. (\$55 Course Fee.)

INTC 1356—Instrumentation Calibration **2-2-3**
THECB CIP 15.0404.0000 *CTE

Techniques for configuring and calibrating transmitters, controllers, recorders, valves and valve positioners. (\$55 Course Fee.)

INTC 1358—Flow & Measurement Calibration **2-2-3**
THECB CIP 15.0404.0000 *CTE

Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards. (\$55 Course Fee & \$8 Book Bundle.)

INTC 1391—Special Topics in Instrumentation Technology/Technician **3-0-3**
THECB CIP 15.0404.0000 *CTE

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency. (\$55 Course Fee.)

INTC 2288—Internship: Instrumentation Technology/Technician **0-12-2**
THECB CIP 15.0404.0000 *CTE

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (\$55 Course Fee.)

INTC 2336—Distributed Control and Programmable Logic **2-2-3**
THECB CIP 15.0404.0000 *CTE

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment. (\$55 Course Fee.)

INTC 2339—Instrument & Control Review **2-2-3**

THECB CIP 15.0404.0000 *CTE

An overview of instrument and control technology in preparation for industry employment and national testing. (\$55 Course Fee.)

INTC 2388—Internship: Instrumentation Technology/Technician **0-12-3**

THECB CIP 15.0404.0000 *CTE

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (\$55 Course Fee.)

PTAC 1302—Introduction to Process Technology **2-2-3**

THECB CIP 41.0301.0000 *CTE

An introduction overview of the processing industries. (\$55 Course Fee.)

PTAC 1308—Safety, Health & Environment I **3-1-3**

THECB CIP 41.0301.0000 *CTE

An overview of safety, health, and environmental issues in the performance of all job tasks in process industries. (\$55 Course Fee.)

PTAC 2386—Internship: Process Technology/Technician **0-12-3**

THECB CIP 41.0301.0000 *CTE

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. (\$55 Course Fee.)

PTAC 2387—Internship – Process Technology/Technician **0-12-3**

THECB CIP 41.0301.0000 *CTE

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. (\$55 Course Fee.)

PTAC 2420—Process Technology II - Systems **3-2-4**

THECB CIP 41.0301.0000 *CTE

A study of various process systems including related scientific principles. Suggested prerequisite: Process Instrumentation, Process Technology I – Equipment (\$55 Course Fee.)

PTAC 2438—Process Technology III - Operations **3-2-4**

THECB CIP 41.0301.0000 *CTE

This course emphasizes activities associated with the hands-on operations of process equipment. (\$55 Course Fee.)

PTRT 2323—Natural Gas Production **1-5-3**

THECB CIP 15.0903.0000 *CTE

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems. (\$55 Course Fee.)

RBPT 2345—Onsite Power Generation and Renewable Energy **2-2-3**

THECB CIP 47.0201.0000 *CTE

A study of the application of residential onsite power generation with an emphasis on renewable energy. Includes systems that produce electrical energy and thermal energy. Also covers

determination of residential energy loads and their comparison to onsite power generation and an exploration of off-grid, on-grid, net-zero, and distributed applications. (\$55 Course Fee.)

Vocational Nursing

PMTH 0303—Pre-Nursing Math

3-1-3

THECB CIP 32.0104.5219

*DEV

A math class designed for students that will be taking the LVN entrance exam and to give them the basic mathematical foundation that students will need within the program. (Does not count toward a degree.) (\$24 Lab Fee.)

VNSG 1226—Gerontology

1-1-2

THECB CIP 51.3901.0000

*CTE

Overview of the physical psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.

VNSG 1227—Essentials of Medication Administration

1-2-2

THECB CIP 51.3901.0000

*CTE

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1230—Maternal Neonatal Nursing

1-2-2

THECB CIP 51.3901.0000

*CTE

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

VNSG 1231—Pharmacology

1-2-2

THECB CIP 51.3901.0000

*CTE

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1234—Pediatrics

1-1¼-2

THECB CIP 51.3901.0000

*CTE

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

VNSG 1236—Mental Health

1-1-2

THECB CIP 51.3901.0000

*CTE

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 1329—Medical-Surgical Nursing I

2-1½-3

THECB CIP 51.3901.0000

*CTE

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

VNSG 1332—Medical-Surgical Nursing II

2-1½-3

THECB CIP 51.3901.0000

*CTE

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a

variety of health care settings.

VNSG 1360—Clinical-Licensed Practical/Vocational Nurse Training; Introductory 0-18-3
THECB CIP 51.3901.0000 *CTE

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. ((\$65 Nurse Liability Fee, \$175 Nurse Clinical Fee, \$175 Nurse Lab Pack, & \$200 HESI Testing Fee.)

VNSG 1402—Applied Nursing Skills I 3-4¼-4
THECB CIP 51.3901.0000 *CTE

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. (\$1110 Nurse Book Bundle.)

VNSG 2360—Clinical-Licensed Practical/Vocational Nurse Training; Intermediate 0-17½-3
THECB CIP 51.39010000 *CTE

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (\$65 Nurse Liability Fee & \$175 Nurse Clinical Fee.)

VNSG 2363—Clinical-Licensed Practical/Vocational Nurse Training; Advanced 0-17½-3
THECB CIP 51.3901.0000 *CTE

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (\$82 Nurses Pinning Fee & \$200 HESI Testing Fee.)

HITT 1305—Medical Terminology I 3-0-3
THECB CIP 51.0707.0000 *CTE

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Welding Technology

DFTG 1325—Blueprint Reading and Sketching 3-0-3
THECB CIP 15.1301.0000 *CTE

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings. (\$24 Course Fee.)

PFPB 1443—Pipefitting Fabrication & Blueprint Reading 3-3-4
THECB CIP 46.0502.0000 *CTE

Continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math. (\$88 Lab Fee.)

PFPB 2408—Piping Standards & Materials 3-3-4
THECB CIP 46.0502.0000 *CTE

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs. (\$88 Lab Fee.)

PFPB 2432—Advanced Pipefitting Standards, Specifications & Installation	3-3-4
THECB CIP 46.0502.0000	*CTE
Skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and Non-Destructive Testing (NDT). Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better. (\$88 Lab Fee.)	
PFPB 2443—Advanced Pipe Practices	3-3-4
THECB CIP 46.0502.0000	*CTE
Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping. Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better. (\$88 Lab Fee.)	
PFPB 2449—Field Measuring, Sketching & Layout	3-3-4
THECB CIP 46.0502.0000	*CTE
Field dimensioning, measuring, sketching, and layout of future process piping and use, care, and setup of transit and level. Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better. (\$88 Lab Fee.)	
WLDG 1202—Fundamentals of Gas Metal Arc Welding (GMAW)	1-3-2
THECB CIP 48.0508.0000	*CTE
Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GMAW equipment as well as instruction in various basic weld joints. (\$88 Lab Fee.)	
WLDG 1204—Fundamentals of Oxy-Fuel Welding and Cutting	1-3-2
THECB CIP 48.0508.0000	*CTE
Oxy-fuel welding and cutting equipment. Includes equipment safety, setup, and maintenance. (\$88 Lab Fee.)	
WLDG 1206—Fundamentals of Gas Tungsten Arc Welding (GTAW)	1-3-2
THECB CIP 48.0508.0000	*CTE
Fundamentals of Gas Tungsten Arc Welding (GTAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs. (\$88 Lab Fee.)	
WLDG 1305—Art Metals	2-4-3
THECB CIP 48.0508.0000	*CTE
Fundamentals of producing utilitarian and ornamental items in various metals. Skills development through the techniques used in fabrication with sheet and/or stock materials including various welding and cutting processes. (\$88 Lab Fee.)	
WLDG 1317—Introduction to Layout & Fabrication	2-2-3
THECB CIP 48.0508.0000	*CTE
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. (\$88 Lab Fee.)	
WLDG 1337—Introduction to Welding Metallurgy	2-2-3
THECB CIP 48.0508.0000	*CTE
A study of metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes and mechanical properties of metal including hardness, machinability, and ductility. (\$88 Lab Fee.)	
WLDG 1391—Special Topics in Welder/Welding Technologist	2-4-3

THECB CIP 48.0508.0000	*CTE
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (\$88 Lab Fee.)	
WLDG 1428—Introduction to Shielded Metal Arc Welding (SMAW)	2-8-4
THECB CIP 48.0508.0000	*CTE
An introduction to shielded metal arc welding processes. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. (\$88 Lab Fee.)	
WLDG 1434—Introduction to Gas Tungsten Arc (GTAW) Welding	2-8-4
THECB CIP 48.0508.0000	*CTE
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. (\$88 Lab Fee.)	
WLDG 1435—Introduction to Pipe Welding	2-8-4
THECB CIP 48.0508.0000	*CTE
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes. (\$88 Lab Fee.)	
WLDG 1457—Intermediate Shielded Metal Arc Welding (SMAW)	2-8-4
THECB CIP 48.0508.0000	*CTE
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Prerequisite: Completion of WLDG 1428 with a grade of C or better. (\$88 Lab Fee.)	
WLDG 2413—Intermediate Welding Using Multiple Processes	2-8-4
THECB CIP 48.0508.0000	*CTE
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW). (\$88 Lab Fee.)	
WLDG 2439—Advanced Oxy-Fuel Welding & Cutting	2-8-4
THECB CIP 48.0508.0000	*CTE
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. Prerequisite: WLDG 1204 with a grade of C or better. (\$88 Lab Fee.)	
WLDG 2443—Advanced Shielded Metal Arc Welding (SMAW)	2-8-4
THECB CIP 48.0508.0000	*CTE
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in various positions. Prerequisite: Completion of WLDG 1457 with a grade of C or better. (\$88 Lab Fee.)	
WLDG 2447—Advanced Gas Metal Arc Welding (GMAW)	2-8-4
THECB CIP 48.0508.0000	*CTE
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions. Prerequisite: WLDG 1202 with a grade of C or better. (\$88 Lab Fee.)	
WLDG 2451—Advanced Gas Tungsten Arc Welding (GTAW)	2-8-4
THECB CIP 48.0508.0000	*CTE

Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: Completion of WLDG 1206 with a grade of C or better. (\$88 Lab Fee.)

WLDG 2452—Advanced Flux Cored Arc Welding

2-8-4

THECB CIP 48.0508.0000

*CTE

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. Prerequisite: WLDG 1202 with a grade of C or better. (\$88 Lab Fee.)

WLDG 2453—Advanced Pipe Welding

2-8-4

THECB CIP 48.0508.0000

*CTE

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: Completion of WLDG 1435 with a grade of C or better. (\$88 Lab Fee.)

WLDG 2488—Internship- Welder/Welding Technology

0-12-4

THECB CIP 48.0508.0000

*CTE

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. (\$88 Lab Fee.)

WLDG 2506—Intermediate Pipe Welding

3-7-5

THECB CIP 48.0508.0000

*CTE

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) and/or other processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. (\$88 Lab Fee.)

Extended Education

Extended Education at Frank Phillips College exists to promote and enforce the concept that learning goes beyond the traditional academic route. It is a life-long process that can be enhanced with classes offered through Extended Education. Continuing Education credits are awarded to students who have a desire to enhance their professional and/or personal development. Continuing Education courses are designed to meet specific needs of the community such as allied health, community service, law enforcement, workforce safety training, and workforce development. Programs listed can be offered through various delivery methods such as lecture, online, independent study and distance learning.

Extended Education provides an opportunity for participants to enhance their occupational skills or enrich their lives through a variety of courses. Courses run from a few hours in a one-day seminar to multiple sessions over several weeks. Course options vary in response to the needs of the community. Current lists of classes are available through individual local campuses.

Allied Health

Courses are designed to provide Continuing Education Units (CEU's) for healthcare professionals such as those employed by hospitals, home health care, nursing homes, emergency medical personnel, and day care facilities to sustain state requirements of licensure or assist employment requirements. The Allied Health Department is an authorized provider with American Red Cross and the American Heart Association. For more information about Allied Health courses, contact the Nursing Department, ext. 746.

Workforce Development

Whether in the office or the field, well-trained, knowledgeable and professional employees can be your biggest asset. Frank Phillips College wants to be your workforce training and development partner. The college can provide you with state-of-the-art training venues; workforce and corporate development training; and even customized training that is specifically tailored to meet your business needs. No matter your industry or endeavor, Frank Phillips College can provide the training and development tools necessary to help you achieve your workforce development vision.

Continuing Education (CE) courses are workforce development classes defined by the state of Texas and conform to the class structure (7 hours minimum) as defined by the Workforce Education Curriculum Manual (WECM). Continuing Education Units (CEU's) are in some cases required for licensure and certification or re-certification in a variety of industries. Courses can be offered through various delivery methods such as lecture, online, independent study, teleconference and distance learning, and are available at any FPC Campus or even off campus at your business. Non-CEU and CEU workforce development classes include, but are not limited to:

- Business Administration & Management
- Construction/Heavy Equipment Operation
- Criminal Justice
- Data Processing Technology
- Electrical Technology
- Emergency Medical Technology
- Environmental Engineering Technology
- General Office Occupations
- Human Resource and Personnel Administration
- Occupational Safety/Health Technology
- Petroleum Technology

Law Enforcement

Courses are designed to provide law enforcement, corrections, and criminal justice personnel with state mandated requirements, in-Service training, and specialized courses to meet specific occupational needs. Frank Phillips College is an approved TCOLE contract provider.

Frank Phillips College understands the need for flexibility in scheduling courses with a large or small percentage of students and realizes the importance of awarding continuing education credits to meet job requirements. For more information about Law Enforcement courses, contact the Director of Extended Education at (806) 457-4200, ext. 138.

Safety Training

In January 2009 the **Warren Chisum Welding and Safety Center** opened on the campus of Frank Phillips College. This 15,000 sq. ft. contemporary facility provides access to students who wish to pursue or enhance their skills in state-of-the-art welding and fabrication technologies. Additionally the FPC Safety Center provides industry specific workforce safety training classes for area industries. Contact the Safety Center at 806-467-4260 for more information.

- Aerial Lift
- ARSC Basic Orientation Plus
- Bucket Truck Safety
- Site Specific
- Confined Spaces for Attendant & Entrant
- Construction Safety Class
- DOT Pipeline Operator Qualification
- Electrical Safety
- Elevated Work - Scaffold Inspector
- Excavation Inspector
- SafeLand / Rig Pass
- H2S Training
- HazCom
- Hearing Conservation
- Industrial Safety Class
- Lock Out / Tag Out
- PSM – Process Safety Management
- Respiratory Protection
- Scaffold Inspector
- Skid Steerloader Safety Training
- Globally Harmonized System (GHS)
- Forklift Training
- Other training as requested

Courses are designed to provide safety, health, and environmental training to meet specific needs of business and industry requirements. The Frank Phillips College Safety Center is a recognized training center of the National Safety Council, Texas Safety Association, International Association of Drilling Contractors and the Association of Reciprocal Safety Councils.

Community Service/Professional Enrichment

Community service provides an opportunity for students to enhance their occupational skills or enrich their lives through leisure studies courses. Courses run from a few hours in a one-day seminar to a number of sessions over several weeks. Courses can be offered on campus or at off-campus sites. For more information regarding community service contact the Director at (806) 457-4200, ext. 138.

Past offerings include:

- Arts & Crafts (Ceramics, Clay Pottery, Painting, Scrapbooking, Mosaics)
- Cartography (GIS & GPS)
- Communication
- Computer (Basic, Internet, &

- Webpage)
- Concealed Handgun
- Conversational Sign Language
- Conversational Spanish (beginning, intermediate, advanced)
- Cooking
- Dance/Drama (Jazz/Tap, Ballet, Theatre Workshop, Scene Studies, Acting)
- Defensive Driving
- English as a Second Language
- Federal Income Tax Preparation
- Financial Investing
- Financial System Computer Accounting
- GED
- General Anthropology
- Intervention programs (Alcohol Sellers, Minor in Possession, Alcohol Awareness, Parenting, Anger Management)
- Keyboarding
- Kid's College
- Leadership Training
- Music
- Photography
- Physical Fitness & Health
- Scuba Diving
- Theology
- Welding
- Woodworking
- Workplace Spanish

Directory of Employees

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Mr. Collin Archer
Mr. Jesse Heredia
Mr. Kenny Morrison
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Ed.D., The University of Oklahoma
Certified Public Accountant

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M.B.A, West Texas A&M University

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Ed.D., Texas Tech University

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BAAS, Wayland Baptist University

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M.B.A., West Texas A&M University
Certified Public Accountant

Cassi Laxton, Provost Allen Campus, Perryton

B.S., Walden University
M.B.A., West Texas A&M University

Ilene Walton, Provost Rahlh Campus, Dalhart

A.A., Victor Valley Community College
B.S., California State Polytechnic University
M.A. Ed., Azusa Pacific University

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B.S., Texas Tech University
M.S., Ph.D., University of Tennessee

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Director of Cosmetology

Certificate of Cosmetology, Frank Phillips

College

Licensed Operator Instructor, TDLR

Deby Judd

Director of Tyler Street Hall

Bethany Callaway

Director of Nursing

A.D.N., Amarillo College

B.S., Wayland Baptist University

M.S.N., Aspen University

Jennifer Cobos

Director of TRiO

B.S. Oklahoma State University

M.A. Sam Houston State University

Derrick Cummings

Director of Preparatory Education/ARC

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Todd Devers

Director of Welding Technology

Industrial Welding Technology Certificate,

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B.A., Missouri Southern State University

M.S., Pittsburgh State University

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M.ED., West Texas A&M University

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Athletic Coaches

Chad Brown, Baseball Coach

Shelby Cox
Head Volleyball Coach

Estrella (Starr) Guardiola
Head Softball Coach

Chris Hackett
**Head Men's Basketball Coach/Athletic
Director**

Kaylee Moyer-Gregg
Rodeo Coach
A.A.S., Eastern Wyoming College
B.S., Oklahoma Panhandle State University
M.Ed., Southwestern Oklahoma State University

Brett Schneider
Head Women's Basketball Coach

Coordinators, Support Staff & Facilities Staff

Mary Barker
Rahll Campus Counselor, Dalhart

Davina Brown
Student Financial Services Outreach
Coordinator

Lacey Cassity
Accounting Specialist - AP

Jaimee Coburn
Student Financial Services Officer

Marilee Cooper
Dual-Credit Counselor

Judy Eastlack
Security
Kaleb Fields
Grounds Maintenance

MacKenzie Garton
Safety Trainer

Anne Green
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Hans Zysling
Security

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