

Board of Trustees

Education and Workforce Development Committee Meeting

Tuesday, October 08, 2019

3:30 p.m.

Ann Richards Administration
Building, Board Room
Pecan Campus
McAllen, Texas



In the Making!

Online Copy

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, October 8, 2019 @ 3:30 p.m.**

AGENDA

"At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code."

- I. Approval of Minutes for Tuesday, September 10, 2019 Committee Meeting 3 - 11
- II. Review and Action as Necessary on Revisions to 2019-2020 Academic Calendar and 2020-2021 Academic Calendar 12 - 16
- III. Review and Recommend Action as Necessary on Proposed Revisions to Instruction and Student Services Policies:..... 17 - 32
 - a. Policy #3200: Student Admissions
 - b. Policy #3204: Student Records
 - c. Policy #3311: Reporting Grades and Transcript Maintenance
 - d. Policy #3312: Student Appeal of Course Grades
 - e. Policy #3313: Student Grievance or Complaint
 - f. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion
 - g. Policy #3650: Student Rights and Responsibilities, Conduct and Discipline

Approval of Minutes for Tuesday, September 10, 2019 Committee Meeting

The Minutes for the Education and Workforce Development Committee meeting of Tuesday, September 10, 2019 are presented for Committee approval.

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, September 10, 2019 @ 3:00 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, September 10, 2019 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:00 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Gary Gurwitz, and Mrs. Victoria Cantú

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Fernando Chapa, Dr. Jayson Valerio, Dr. Christie Candelaria, Dr. Mariano Acevedo, Dr. Ali Esmaeili, Dr. Brett Millan, Mr. Pablo Hernandez, Dr. Nancy Garcia, Mr. Willie Johnson, Ms. Nancy Gonzalez, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, August 13, 2019 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Minutes for the Education and Workforce Development Committee meeting of Tuesday, August 13, 2019 were approved as written. The motion carried.

**Presentation and Recommendation for Board Action on the South
Texas College Strategic Plan for 2019 - 2025**

Administration has prepared a working draft of the STC Strategic Plan for 2019 – 2025. This plan has been designed based upon environmental scanning and input from faculty, staff, students, and Board of Trustees.

In December 2018, the Board reviewed and adopted proposed revisions to the Vision, Mission, and Core Values of South Texas College, as developed through a series of stakeholder engagement sessions, research, and continued review and discussion by institutional committees, such as:

- President's Cabinet,
- President's Administrative Staff,
- Planning & Development Committee,
- Academic Council,
- SWOT Analysis Discussions,
- Professional Development Day Fall 2018

The Board Members were further engaged during the February 2019 Board Retreat, where they undertook an analysis of the Opportunities and Threats that the College should consider while developing its long-term strategic plan. Below are additional research and engagement sessions conducted in development of the strategic plan:

- Environmental Scan of Economic, Social, Regulatory, & Technical Environments,
- Institutional Key Performance Indicators,
- Student Engagement, and
- Consulting Services,

At each engagement session, further feedback and comment were solicited and incorporated as appropriate. This feedback and guidance was used by the Strategic Planning Committee as a guide in developing the formal 2019 – 2025 Strategic Directions and Strategic Goals for South Texas College.

Following is a proposal draft of the South Texas College Strategic Plan for 2019 – 2025, including the following elements:

- Vision
- Institutional Mission
- Core Values
- Strategic Goals
- Strategic Directions

A copy of the working draft of the South Texas College Strategic Plan for 2019 – 2025 is provided within the Committee packet for the members' review.

With Board approval and support of the working draft of the South Texas College Strategic Plan for 2019 – 2025, administration would continue to develop metrics to evaluate the successful completion of strategic goals, and would prepare a final draft of the document for review.

Dr. David Plummer, Interim Executive Vice President for Educational Program and Student Achievement, and Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning, presented the proposed South Texas College Strategic Plan for 2019 – 2025 and solicited feedback from the Education and Workforce Development Committee on September 10, 2019.

Dr. Alejo Salinas, Jr. noted that the structure of the strategic goals and directives would be useful to measure the accountability of programs against the South Texas College Strategic Plan for 2019 – 2025. Administration agreed with his observation, and would develop accountability metrics which would be included within the final plan.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Education and Workforce Development Committee recommended Board approval and support of the working draft of the South Texas College Strategic Plan for 2019 – 2025 as presented. The motion carried.

Presentation on the Approval Process for South Texas College to Offer the Bachelor of Science in Nursing “RN-to-BSN” Program

South Texas College sought to provide a pathway for currently licensed registered nurses to attain a Bachelor of Science in Nursing (BSN) degree and to meet the increasing demand for bachelor degreed nurses in the Rio Grande Valley.

Registered Nurses – ADN and BSN

Upon completion of either an Associate Degree Nursing (ADN) and Bachelor of Science in Nursing (BSN) program, a graduate is eligible to take the National Council for Licensure Examination for Registered Nurses (NCLEX-RN). The same Registered Nurse (RN) licensure is granted upon successful completion, regardless whether the examinee holds the ADN or BSN degree.

- ADN programs focus on fundamental nursing skills, knowledge, and clinical experiences that provide the students adequate training for entry into the nursing profession.
- BSN programs provide additional clinical and academic training beyond the ADN program, which includes:
 - Evidence-based nursing practice and research;
 - Interprofessional communication;
 - Professionalism;
 - Health promotion;
 - Community and population health;
 - Leadership for quality care and patient safety;
 - Management of information and patient care technology; and
 - Healthcare policy.

Employers in the Rio Grande Valley are encouraging working nurses with ADN degrees and current RN licensure to attain a BSN. A BSN will open new career opportunities to working nurses who lack that academic credential and training. South Texas College is proud to provide that pathway to the Valley’s nurses, and is eager to start meeting the incredible local demand.

Approval Process for South Texas College

The 85th Texas Legislature passed SB 2118, which provided the legal authorization for South Texas College and other qualified colleges to offer a BSN Program. With the legal authority granted, the College undertook the necessary steps to receive approval from the Texas Board of Nursing, Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges to offer the curriculum and confer the BSN degree.

Initial Delay

The approval process began with a comprehensive review of the proposed program by the South Texas College Board of Trustees in August 2017, which resulted in Board approval for administration to begin the application process.

As administration undertook the process, they determined that there were several ambiguities in the procedure. No community college in Texas had previously secured authorization to offer a Bachelor of Science in Nursing program, and the necessary procedural steps had not yet been codified by the Texas Board of Nursing (TBON) and the Texas Higher Education Coordinating Board (THECB). Administration subsequently withdrew their application and informed the Board of Trustees that the process was delayed while administration waited for additional clarification from the THECB and TBON.

Administration continued to work with the TBON and the THECB to resolve concerns and questions about the application process, and rallied further support from stakeholders in the region.

Successful Application Approval of the South Texas College RN-to-BSN Program

On January 15, 2019, the South Texas College Board of Trustees once again approved and authorized the proposed Bachelor of Science in Nursing Program, which authorized a new start on the application process.

The College submitted applications to the THECB, TBON, and SACSCOC:

THECB – Approval received March 29, 2019

The THECB application required documentation supporting:

- Need for the program
 - Employer Need including letters of support
 - Student demand including student need survey
 - Explanation of how the program does not duplicate but complement existing programs in the region
- Enrollment Projections
- Evidence of Success for ADN program
- Description of program
- Plans to evaluate program to include student learning outcomes

- List Faculty and qualifications
- List student support services for student persistence and completion
- Library Services and Learning Support
- Physical Facilities
- Plans for Programmatic Accreditation
- Financial Support
- Articulation Agreements with other institutions
- Clinical Site agreements

TBON – Approval received March 29, 2019

The TBON application required documentation supporting:

- demonstrated evidence for the BSN's need in the area;
- detailed descriptions of the proposed program,
- provided evidence of the financial and administrative support,
- described each faculty member's credentials and experience,
- included proof of students' input to the curriculum design.

In addition, as part of the program description, the college identified all the differentiated competencies, included the syllabi for all the proposed courses, and fully explained the policies and procedures for the management of Clinical Learning Experiences.

SACSCOC – Approval Received August 2, 2019

The SACSCOC application required documentation supporting:

- How we determined need for the program
- Specific details of the program
- How we will assess student learning
- How we will evaluate the program
- Description of Faculty and their qualifications
- Library and Learning Resources provided for program
- Student Services for program
- Financial Support for program
- Physical Facilities for program

With the August 2, 2019 SACSCOC approval, the College completed the approval process and was prepared to move forward with the first cohort in Spring 2020!

This presentation was provided for the Committee's review and feedback to administration, and no action was requested.

Review and Discussion of the Bachelor of Science in Nursing “RN-to-BSN” Prospective Student Guide

South Texas College was preparing to offer the RN-to-BSN Program in Spring 2020, and needed to begin accepting and evaluating applications to the first cohort of 30 students by early November 2019.

Recruitment of Prospective Applicants

The South Texas College Nursing & Allied Health Division would use social media and the Division website to announce upcoming information sessions. Staff had already fielded a number of inquiries from recent ADN program graduates and other regional registered nurses who expressed an interest in the RN-to-BSN Program. Staff was advising callers to watch for scheduled information sessions. The information sessions would provide each of these potential students with information on the application and selection process.

Prospective Student Guide

In March 2016, administration reviewed a detailed ADN Prospective Student Guide with the Education and Workforce Committee, and received feedback on improving this document. The purpose of the guide was to ensure clear and consistent information was provided to all interested applicants, the process was transparent and well-explained, and the selection criteria for the high-demand ADN Program was reasonable and evenly applied to all candidates.

With the recent final approvals for South Texas College to offer the BSN Program, administration developed an appropriate application process and selection process, and developed the Prospective Student Guide for the RN-to-BSN Program.

Administration presented the Prospective Student Guide to the Education and Workforce Committee, and discussed the application process, selection criteria, and other program elements with the trustees.

The Committee members noted that administration proposed giving graduates of South Texas College’s ADN program a preferential advantage by awarding points during the evaluation process. The Committee was split on whether this was an appropriate and fair process.

Administration noted that a similar process was in place during the evaluation of applicants for the ADN program, wherein South Texas College graduates. Upon further discussion with the Committee, administration agreed to discuss this evaluation preference for South Texas College graduates with legal counsel.

This presentation was provided for the Committee’s review and feedback to administration, and no action was requested.

Presentation on South Texas College Summer Leadership Institute (SLI)

The Summer Leadership Institute (SLI) is held annually, and provides local school district personnel from Hidalgo and Starr counties with the opportunity to learn more about South Texas College, and specifically to learn about the programs and opportunities available to their students upon enrollment at South Texas College.

While the SLI was originally developed specifically for counselors at the high school campuses, it was expanded to also include other leaders within the districts. The engagement of these front-line district personnel helps them better understand the value that South Texas College offers to their students, and the tremendous resources that the College has available to assist with registration, financial aid, and other enrollment services. Prepared with this understanding and appreciation, the SLI graduates are the foundation of a network of colleagues helping students find their pathway toward academic and workforce training at South Texas College.

During the Summer Leadership Institute, the participants were provided with 12 days of intensive training sessions and tours of South Texas College's campus. During these sessions and tours, they met and developed connections with South Texas College administration and staff in the student services departments and educational programs, and were also introduced to the state-of-the-art facilities at South Texas College.

Counselors received a \$2,000 stipend for participating in the Summer Leadership Institute and were able to use the training as a part of their required professional development hours. The stipend rate was based upon the hourly rate Counselors receive at the school district.

Graduates of the Summer Leadership Institute are prepared to advocate on behalf of the College, including helping students overcome barriers to access and success, informing students of support services available at South Texas College, and encouraging a college-going culture at their home districts. In turn, College personnel learn from the participants by engaging them in discussions of best practices and the needs of their students, helping the College continue to improve its services and offerings.

Mr. Pablo Hernandez Jr, Dean of Student Affairs, Dr. Nancy Garcia, Director of Comprehensive Advising and Mentoring Services and Mr. Willie Johnson, Coordinator of Academic Advising, provided the Committee with an in-depth review of the SLI Objectives and Mr. Hebbard reviewed the data gathered through assessments conducted before-and after each SLI. These assessments help gauge each participants understanding of South Texas College, and their preparedness and confidence in guiding students toward a pathway to and through South Texas College.

The presentation included a review of the specific activities undertaken by the participants, and a discussion of future plans – including the development of a similar program for parents in the South Texas College District.

This presentation was provided for the Committee's review and feedback to administration, and no action was requested.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:34 p.m.

I certify that the foregoing are the true and correct Minutes of the September 10, 2019 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

Review and Action as Necessary on Revisions to 2019-2020 Academic Calendar and 2020-2021 Academic Calendar

The Board is asked to approve and authorize the proposed revisions to the 2019-2020 Academic Calendar and 2020-2021 Academic Calendar to accurately reflect that the College will be closed for Memorial Day, a federal holiday, on:

- Monday, May 25, 2020 and
- Monday, May 31, 2021

In previous years, Memorial Day has been explicitly identified on the Academic Calendar as a day that the College is closed. This is consistent with the College's observance of federal holidays. There was an error in a revision to the 2019-2020 Academic Calendar that led to the unintentional removal of the designated observance of Memorial Day in that calendar, and this error was carried over to the 2020-2021 Academic Calendar.

Administration has revised their calendar review procedures to avoid similar errors moving forward.

Enclosed Documents

The proposed revisions to the 2019-2020 Academic Calendar and 2020-2021 Academic Calendar are provided in the following pages. The revisions are proposed specifically to reflect that the College would be closed on Memorial Day each year, in observance of the federal holiday.

The Education and Workforce Development Committee is asked to recommend Board approval of the proposed revisions to the 2019-2020 Academic Calendar and the 2020-2021 Academic Calendar as presented.

2019-2020 Calendar



Revised: 07/31/2019

Fall Semester 2019 (August 26 - December 15)

August 14 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 15 (Thursday)	New Faculty Orientation
August 16 (Friday)	New Faculty Service Area Tour
August 19 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 20 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 22 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 23 (Friday)	Faculty Preparation Day / Departmental Meetings
August 24 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 26 (Monday)	Classes Begin
September 2 (Monday)	College Closed – Labor Day
September 11 (Wednesday)	Census Day - Twelfth Class Day
September 27 (Friday)	College Closed – College-Wide Organizational Development Day
November 15 (Friday)	Last Day to Withdraw
November 28 – Dec. 1 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 9 – 15 (Monday – Sunday)	Finals
December 14 (Saturday)	Certificate and Degree Award Date
December 14 (Saturday)	Commencement Ceremonies*
December 15 (Sunday)	End of Term
December 16 (Monday)	Grades Due Date
December 16 – January 1 (Mon. – Wed.)	Winter Break (College Closed)

* May vary depending on facility availability.

Spring Semester 2020 (January 21 – May 14)

January 2 (Thursday)	College Opens – Staff return
January 13 (Monday)	Faculty Return – Division / Department Meetings
January 14 (Tuesday)	Faculty Preparation Day / New Faculty Start Date - New Faculty Benefits & Orientation – (Human Resources)
January 15-17 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 18 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 20 (Monday)	Martin Luther King, Jr. Day – College Closed
January 21 (Tuesday)	Classes Begin
February 5 (Wednesday)	Census Day - Twelfth Class Day
February 14 (Friday)	College Closed - College-Wide Organizational Development Day
March 16 – 22 (Monday - Sunday)	College Closed - Spring Break
April 9 – 12 (Thursday – Sunday)	College Closed - Semester Break
April 20 (Monday)	Last Day to Withdraw
May 8 – 14 (Friday – Thursday)	Finals
May 14 (Thursday)	End of Term
May 15 – 16 (Friday - Saturday)	Commencement Ceremonies*
May 15 – 16 (Friday - Saturday)	Certificate and Degree Award Date
May 18 (Monday)	Grades Due Date
May 25 (Monday)	College Closed – Memorial Day

*May vary depending on facility availability.

Summer Session 2020 (June 1 – August 7)

June 1 (Monday) Classes Begin

June 9 (Tuesday)	Census Day - Seventh Class Day
July 3 (Friday)	College Closed-Independence Day
July 6 – 7 (Monday & Tuesday)	No classes
July 22 (Wednesday)	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday)	Grades Due Date

SI – Minimester (June 1 – July 1)

June 1 (Monday) Classes Begin

June 4 (Thursday)	Census Day - Fourth Class Day
June 24 (Wednesday)	Last Day to Withdraw
June 30 (Tuesday)	End of Classes
July 1 (Wednesday)	Finals / End of Term
July 3 (Friday)	College Closed-Independence Day
July 6 (Monday)	Grades Due Date

SII – Minimester (July 8 – August 7)

July 8 (Wednesday) Classes Begin

July 13 (Monday)	Census Day - Fourth Class Day
July 30 (Thursday)	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday)	Grades Due Date

2020-2021 Calendar



Revised: 07/31/2019

Fall Semester 2020 (August 24 - December 13)

August 12 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 13 (Thursday)	New Faculty Orientation
August 14 (Friday)	New Faculty Service Area Tour
August 17 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 18 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 20 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 21 (Friday)	Faculty Preparation Day / Departmental Meetings
August 22 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 24 (Monday)	Classes Begin
September 7 (Monday)	College Closed – Labor Day
September 9 (Wednesday)	Census Day - Twelfth Class Day
September 25 (Friday)	College Closed – College-Wide Organizational Development Day
November 13 (Friday)	Last Day to Withdraw
November 26 – 29 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 7 – 13 (Monday – Sunday)	Finals
December 12 (Saturday)	Commencement Ceremonies*
December 12 (Saturday)	Certificate and Degree Award Date
December 13 (Sunday)	End of Term
December 14 (Monday)	Grades Due Date
December 17 – January 3 (Thurs. – Sun.)	Winter Break (College Closed)

* May vary depending on facility availability.

Spring Semester 2021 (January 19 – May 13)

January 4 (Monday)	College Opens – Staff return
January 6 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 11 (Monday)	Faculty Return – Division / Department Meetings
January 12 – 15 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 16 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 18 (Monday)	Martin Luther King, Jr. Day – College Closed
January 19 (Tuesday)	Classes Begin
February 3 (Wednesday)	Census Day - Twelfth Class Day
February 12 (Friday)	College Closed - College-Wide Organizational Development Day
March 15 – 21 (Monday - Sunday)	College Closed - Spring Break
April 1 – 4 (Thursday – Sunday)	College Closed - Semester Break
April 19 (Monday)	Last Day to Withdraw
May 7 – 13 (Friday – Thursday)	Finals
May 13 (Thursday)	End of Term
May 14 – 15 (Friday - Saturday)	Commencement Ceremonies*
May 14 – 15 (Friday - Saturday)	Certificate and Degree Award Date
May 17 (Monday)	Grades Due Date
May 31 (Monday)	College Closed – Memorial Day

*May vary depending on facility availability.

Summer Session 2021 (June 7 – August 13)

June 7 (Monday)Classes Begin

June 15 (Tuesday) Census Day - Seventh Class Day
 July 5 (Monday) College Closed-Independence Day
 July 12 – 13 (Monday & Tuesday) No classes
 July 29 (Thursday) Last Day to Withdraw
 August 12 (Thursday) End of Term/Finals (Classes Meeting M-R)
 August 13 (Friday) End of Term /Finals (Classes Meeting M-F)
 August 16 (Monday) Grades Due Date

SI – Minimester (June 7 – July 8)

June 7 (Monday)Classes Begin

June 10 (Thursday) Census Day - Fourth Class Day
 June 30 (Wednesday) Last Day to Withdraw
 July 5 (Monday) College Closed-Independence Day
 July 8 (Thursday) End of Term/Finals
 July 12 (Monday) Grades Due Date

SII – Minimester (July 14 – August 13)

July 14 (Wednesday).....Classes Begin

July 19 (Monday) Census Day - Fourth Class Day
 August 6 (Friday) Last Day to Withdraw
 August 12 (Thursday) End of Term/Finals (Classes Meeting M-R)
 August 13 (Friday) End of Term /Finals (Classes Meeting M-F)
 August 16 (Monday) Grades Due Date

Review and Recommend Action as Necessary on Proposed Revisions to Instruction and Student Services Policies

Administration requests that the Education and Workforce Development Committee recommends Board approval of the proposed revisions to the following Instruction and Student Service Policies:

a. Policy #3200: Student Admissions

The revisions are necessary to:

- Update non-discrimination language;
- Update terminology used;
- Clarify that Dual Enrollment Academy Programs are selective admission programs; and
- Add the Bachelor of Science in Nursing (RN-to-BSN) program to the Selective Admission programs.

This complies with SACS requirements.

b. Policy #3204: Student Records

The revisions are necessary to:

- Specify that disciplinary notations resulting from violations of the Student Code of Conduct are included as student records.

This complies with Texas State Law HB 449.

c. Policy #3311: Reporting Grades and Transcript Maintenance

The revisions are necessary to:

- Specify that South Texas College transcripts may include disciplinary notations as mandated by state law.

This complies with Texas State Law HB 449.

d. Policy #3312: Student Appeal of Course Grades

The revisions are necessary to:

- Clearly establish that the responsibility to initiate the grade appeal process resides with the student, and outlines the timeframe and process by which students may initiate the grade appeal process.

This complies with SACS requirements.

e. Policy #3313: Student Grievance or Complaint

The revisions are necessary to:

- Update the list of classes protect from discrimination by College policy;
- Establish that a student complaint is a formal process, rather than an informal process; and
- Direct students toward the Student Handbook for more information on the grievance and complaint process.

This complies with SACS requirements.

f. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion

The revisions are necessary to:

- Update the policy to include the Bachelor of Science in Nursing degree;
- Update the policy to reflect current information about Commencement Exercises;
- Provided clarification on baccalaureate degree programs generally, including:
 - A minimum of 120 hours are required; and
 - The Core Curriculum requirements must be met with a minimum 2.0 G.P.A.
- Provided clarification on associate degree programs generally, including:
 - The Core Curriculum requirements must be met with a minimum 2.0 G.P.A.
 - Graduates from an associate degree program may earn an additional associate degree of a different degree type.

This complies with SACS requirements.

g. Policy #3650: Student Rights and Responsibilities, Conduct and Discipline

The revisions are necessary to:

- Update the policy to include a purpose statement, and to clarify that the Student Handbook is the definitive document outlining inappropriate behavior and disciplinary procedures.
- Update the policy to support the College's focus on students' Rights and Responsibilities
- Establish a requirement for the College to publish procedures, guidelines and other information on Students' Rights regularly, including online, via email, and through hard copy as appropriate.

This complies with SACS requirements.

The proposed changes have been reviewed by President's Cabinet and President's Administrative Staff committee, as well as the departments/stakeholders that administer each policy.

The proposed revisions are noted in the following pages, with proposed additions highlighted in yellow and proposed deletions indicated with red strikethrough.

The Education and Workforce Development Committee is asked to recommend Board approval of the proposed revisions to the following policies as presented:

- a. Policy #3200: Student Admissions
- b. Policy #3204: Student Records
- c. Policy #3311: Reporting Grades and Transcript Maintenance
- d. Policy #3312: Student Appeal of Course Grades
- e. Policy #3313: Student Grievance or Complaint
- f. Policy #3342: Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion
- g. Policy #3650: Student Rights and Responsibilities, Conduct and Discipline

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006 As Amended by Board Minute Order Dated March 29, 2016 As Amended by Board Minute Order Dated MMDDYY	

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Students entering South Texas College must comply with state-mandated Texas Success Initiative Rules (TSI) and the South Texas College Developmental Education Plan regarding testing requirements.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, **sexual orientation**, gender, **gender identity**, disability, genetic information, or veteran status.

Any individual meeting any one of the following conditions may be admitted to the College:

High School Graduation

Students who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education. Procedures for application, submission of transcripts and test scores may be found in the College Catalog and on the College website.

Examination

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency will be submitted to the Office of Admissions and Records as evidence of completion.

Individual Approval

Students who do not qualify for admission under either of the above conditions are admitted if they are at least 18 years of age and submit placement score test results from the Texas Success Initiative Assessment placement exam. All applicants must submit an official transcript from the last high school attended prior to enrollment.

Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the ~~Office of Admissions and Records~~. **Enrollment Center.**
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931.

Dual ~~Enrollment~~ **Credit**

Dual ~~enrollment~~ **Credit** allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students admitted to the College must meet Student Eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. **Dual Enrollment Academy Programs are selective admission Dual Credit programs that have specific admission requirements. A list of Dual Enrollment Academy Programs and application requirements is available at the Dual Credit Programs Office and the Dual Credit Programs website.**

International Student

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

SELECTIVE ~~PROGRAMS~~ ADMISSIONS

The following **Selective** Programs have ~~application-~~ **selective admissions** requirements which are printed in the South Texas College Catalog. Meeting the specific application requirements is not a guarantee of program acceptance.

Changes to the application requirements for selective **admissions** programs at South Texas College are reviewed and approved by the program's Advisory Committee, the Division Curriculum Committee, Academic Council and the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Bachelor Degree Programs

Bachelor of Applied Technology

Bachelor of Applied Technology in Technology Management
 Bachelor of Applied Technology in Computer & Information Technologies
 Bachelor of Applied Technology in Medical and Health Administrative Services

Bachelor of Applied Science

Bachelor of Applied Science in Organizational Leadership

Bachelor of Science in Nursing

Bachelor of Science in Nursing (RN-to-BSN)

Public Safety Selective Admission Programs

Basic Peace Officer Certificate (Police Academy)
 Basic Firefighter Certificate (Fire Academy)

Nursing & Allied Health Selective Admission Programs

Emergency Medical Technology
 Health and Medical Administrative Services
 Medical Assisting Technology
 Patient Care Assistant
 Pharmacy Technology

The following programs have a competitive entry selection process based on a point system:

Bachelor of Science in Nursing (RN-to-BSN)

Associate Degree Nursing
 Occupational Therapy Assistant
 Physical Therapy Assistant
 Radiologic Technology

- Diagnostic Medical Sonography

 Respiratory Therapy
 Vocational Nursing

MANUAL OF POLICY

Title	Student Records	3204
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order November 19, 1996 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated MMDDYYYY	

The Dean of Enrollment Services & Registrar is designated as the agent in charge of all official student records except those specifically delegated to the Director of Financial Aid. The Director of Financial Aid is the agent in control of student records relating to financial aid and veteran affairs. "Student record" is defined as any information collected, assembled, and maintained by the College, including documents, writings, letters, memoranda, computer tapes, and other written, printed, typed, copied or developed materials which directly or indirectly contain the identity, or provide a method of determining the identity, of the student or students with which the record deals. Student records specifically include, but are not limited to, the following:

1. Applications for admission, financial aid, or veterans training;
2. Standard achievement test scores;
3. Attendance information;
4. Scores on standardized intelligence, placement, aptitude, and psychological tests;
5. Specialized testing results;
6. Family background information;
7. Official reports, transcripts, grades;
8. Social security numbers
9. Proof of Residency
10. Drop/Add history
11. Deferments
12. Request to Prevent Disclosure of Directory Information
13. Request for Transfer Credit Form
14. Credit by Exam Form
15. Application for Graduation
16. Student Supplemental Data Information
17. Class Rosters/Course Schedules
18. Disciplinary notations due to Student Code of Conduct violations

Any information contained within a file assigned to a particular student shall be considered a student record.

MANUAL OF POLICY

Title	Reporting Grades and Transcript Maintenance	3311
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated MMDDYYYY	

All grade reports for all students will be produced and disseminated no later than 72 hours (3 business days) following the end of the academic term according to the published schedule. Grades are due in the Office of Admissions by the published date and time Term and cumulative GPA's will be reflected on grade reports.

All transcript corrections due to major change or repeat course must be updated prior to the next grade reporting period.

The Registrar will provide appropriate security and confidentiality measures for the reporting and posting of grades and the maintenance of transcripts.

Transcript narrative statements may include:

1. Honors Messages - "PRESIDENT'S HONOR ROLL", "VICE PRESIDENT'S HONOR ROLL", "SCHOLASTIC HONOR ROLL", and "PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD RECIPIENT".
2. Explanation of grades with asterisks - "GRADES WITH ASTERISKS (*) ARE NOT INCLUDED IN THE CALCULATION OF THE CUMULATIVE GRADE POINT AVERAGE (GPA)".
3. Disciplinary notation in the designated term(s) as mandated by State law – "DISCIPLINARY SUSPENSION, ELIGIBLE TO RETURN (DATE OR TERM)" or "DISCIPLINARY EXPULSION, INELIGIBLE TO RETURN"

The President has the authority to approve other narrative remarks.

MANUAL OF POLICY

Title	Student Appeal of Course Grades	3312
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated July 20, 2006 As Amended by Board Minute Order Dated August 21, 2008 As Amended by Board Minute Order Dated MMDDYYYY	

Students at South Texas College have the right to appeal academic grades, which they consider manifestly unjust or erroneous. It is the responsibility of the student to initiate the grade appeal process by contacting the faculty member directly no later than 30 calendar days after the end of the semester in which the grade was issued.

The primary responsibility for assigning grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinative.

In the event of an appeal, the South Texas College Grade Appeal Process must be followed. Appeals reaching the final level of review will be heard by the STC Grade Appeal Committee.

Procedures for appealing course grades are readily available in the Student Handbook and on the South Texas College web site. The decision of the STC Grade Appeal Committee is final and concludes the approved South Texas College grade appeal process.

MANUAL OF POLICY

Title	Student Grievance or Complaint	3313
Legal Authority	Approval of the Board	
Date Approved by Board	Board Minute Order dated December 17, 1998 As Amended by Board Order Dated July 20, 2006 As Amended by Board Order Dated MMDDYY	

Students at South Texas College have the right to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College ~~employees~~ **faculty or staff**, or other students.

~~A complaint is an informal process used to resolve an issue (dissatisfaction with a procedure, policy, application of a policy or actions of an individual) through which a student's rights were not violated.~~

A student grievance **or complaint** is a formal process involving written documentation and is utilized by the student complainant when there has been a violation, a misinterpretation, an arbitrary or discriminatory application of College policy, regulation, or procedure which applies personally to the student complainant or the student complainant has been discriminated against on the basis of race, color, national origin, religion, age, sex, **sexual orientation, gender, gender identity**, disability, genetic information, or veteran status.

A student who files a frivolous or retaliatory complaint or grievance may be subject to disciplinary action **as outlined in the Student Handbook** ~~up to and including dismissal from the College~~. The College will not retaliate against any student filing a complaint or grievance in "good faith."

~~A complaint is an informal process used to resolve an issue (dissatisfaction with a procedure, policy, application of a policy or actions of an individual) through which a student's rights were not violated. A student complaint is handled informally by following the student complaint procedures.~~

~~A student grievance is a formal process involving written documentation. The student complainant must demonstrate that the issue meets specific criteria to file a formal grievance; otherwise the student complainant must follow the complaint procedures.~~

The procedures for filing a grievance or complaint against a student are available in the Student Handbook. The procedures for filing a grievance or complaint against an employee are readily available in the Employee Handbook.

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated MMDDYYYY	

South Texas College awards the Bachelor of Applied Science, Bachelor of Applied Technology, **Bachelor of Science in Nursing**, Associate of Art and Associate of Science degrees, Associate of Applied Science and the Certificate of Completion. A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation. ~~The ceremony for graduation is held in May or at such other times determined by the Board based upon the needs of the College.~~

Commencement exercises are held in May and December or at such other times determined by the Board based upon the needs of the College. Participation in Commencement exercises is limited only to those students who are enrolled in, and complete all program requirements in the semester in which they plan to graduate. Students who want to participate in Commencement exercises must participate in the ceremony for the semester in which they are expected to graduate. Students who complete program requirements in the Summer are eligible to participate in the December Commencement exercises. The College Registrar is the Graduation Certifying Official and has the authority to determine eligibility for participation in Commencement exercises.

Those who have satisfied the following requirements may be graduated.

~~Bachelor of Applied Science and Bachelor of Applied Technology~~ **Bachelor Degrees**

To be awarded the Bachelor of Applied Science, ~~or~~ Bachelor of Applied Technology, **or Bachelor of Science in Nursing**, the student must satisfy the following requirements:

- 1) Complete **a minimum of 120 total credit hours in** the appropriate course of study for a ~~Bachelor of Applied Science or Bachelor of Applied Technology~~ **declared** program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
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Date Approved by Board	Board Minute Order dated July 27, 1995
	As Amended by Minute Order dated June 13, 1996
	As Amended by Minute Order dated June 12, 1997
	As Amended by Board Minute Order dated February 17, 2000
	As Amended by Board Minute Order dated September 26, 2002
	As Amended by Board Minute Order dated March 18, 2004
	As Amended by Board Minute Order dated March 26, 2013
	As Amended by Board Minute Order dated MMDDYYYY

- 2) South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a **Bachelor degree** ~~Bachelor of Applied Science or Bachelor of Applied Technology~~ granted by STC.
- 3) **Complete core curriculum requirements as outlined in the College Catalog with at least a 2.0 G.P.A.**
- 4) Maintain a minimum average of “C” (2.0 G.P.A.) for all courses in the area of specialization and a minimum overall cumulative average of “C” (2.0 G.P.A. in all other courses).
- 5) Pay all debts to the College prior to graduation.

To be awarded the Associate of Art degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Art program as listed in the catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AA granted by STC.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Complete core curriculum requirements as outlined in the College Catalog with at least a 2.0 G.P.A.

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 3 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated MMDDYYYY	

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., 3342 B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion
Legal Authority	Approval of the Board of Trustees Page 4 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated MMDDYYYY

a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

4. Pay all debts to the College prior to graduation.

Additional Associate Degrees

Students who have earned an Associate Degree may earn an additional Associate Degree provided that the additional degree is a different degree type. Students who are Core Complete may use the Core Curriculum to satisfy degree requirements for the additional degree. Students must meet graduation residency requirements for any additional degree. Students who wish to pursue an additional degree should seek appropriate academic advising prior to declaring an additional degree and enrolling in coursework.

Certificate of Completion

To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College requires that at least 25% of the required semester credits be completed through STC.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
5. Pay all debts to the College prior to graduation.

MANUAL OF POLICY

Title: Student Rights and Responsibilities, 3650
Conduct and Discipline

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated December 17, 1998
As Amended by Board Minute Order dated July 20, 2006
As Amended by Board Minute Order dated MMDDYYYY

I. Purpose

Students and student learning are central to the institutional mission of South Texas College. The College is committed to maintain an environment that recognizes and supports students' rights, while providing a guide for defining inappropriate behaviors and delineated disciplinary procedures in the Student Handbook.

II. Policy

To provide an effective learning environment, the College affirms that it shall do the following:

1. Acknowledge its obligation to provide for the safety of students, faculty, and staff in all College related matters, whether on or off campus.
2. Provide student conduct and discipline procedures that are clearly stated and rationally related to the goal of providing an effective environment for students to learn and for faculty to teach. The student conduct and discipline procedures are detailed in the Student Handbook ~~Code of Conduct~~ and include the following elements:
 - a. An impartial process for students to appeal disciplinary sanctions imposed by the College;
 - b. A statement of purpose for the procedures;
 - c. A partial list of actions, whether committed on or off campus, which will render a student subject to disciplinary action;
 - d. A list of authorized disciplinary actions that may be imposed upon a student;
 - e. A detailed statement of clearly defined procedures which will be followed when a student is alleged to have violated campus regulations;
 - f. A list of student rights to ensure that students are treated with fundamental fairness and personal dignity.
3. Actively pursue legal action and cooperate with law enforcement authorities in the investigation and prosecution for actions by students and non-students that violate federal, state or local criminal laws and initiate appropriate civil litigation for the recovery of damages or actions that occur on the campus, extended facilities, or during a college related activity.
4. ~~Procedures are readily available in the Student Handbook.~~ Publish disciplinary procedures, appeal processes, guidelines for student conduct, and student rights in the

MANUAL OF POLICY

Title: Student **Rights and Responsibilities,** 3650
Conduct and Discipline

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated December 17, 1998
As Amended by Board Minute Order dated July 20, 2006
As Amended by Board Minute Order dated MMDDYYYY

Student Handbook and on the College's webpage. Regularly disseminate Student Handbook to all faculty, students and staff via email notification and have print copies available upon request.

III. Definitions

None.

IV. History

Origination Date Approved by Board:
November 9, 1995

Date Amended and Approved by Board:

*The following document
was provided as a
handout at the meeting.*

MANUAL OF POLICY

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated July 27, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated June 12, 1997 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated September 26, 2002 As Amended by Board Minute Order dated March 18, 2004 As Amended by Board Minute Order dated March 26, 2013 As Amended by Board Minute Order dated October 29, 2019	

South Texas College awards the Bachelor of Applied Science, Bachelor of Applied Technology, Bachelor of Science in Nursing, Associate of Art and Associate of Science degrees, Associate of Applied Science and the Certificate of Completion. A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation. ~~The ceremony for graduation is held in May or at such other times determined by the Board based upon the needs of the College.~~

Commencement exercises are held in May and December or at such other times determined by the Board based upon the needs of the College. Participation in Commencement exercises is limited only to those students who are enrolled in, and complete all program requirements in the semester in which they plan to graduate. Students who want to participate in Commencement exercises must participate in the ceremony for the semester in which they are expected to graduate. Students who complete program requirements in the Summer are eligible to participate in the December Commencement exercises. The College Registrar is the Graduation Certifying Official and has the authority to determine eligibility for participation in Commencement exercises.

~~Those who have satisfied the following requirements may be graduated:~~

~~Bachelor of Applied Science and Bachelor of Applied Technology~~ Bachelor Degrees

To be awarded the Bachelor of Applied Science, ~~or~~ Bachelor of Applied Technology, or Bachelor of Science in Nursing, the students must satisfy the following requirements:

1. Complete a minimum of 120 total credit hours in the appropriate course of study for the ~~a Bachelor of Applied Science or Bachelor of Applied Technology~~ declared program as specified in the College Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
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- ~~Complete core curriculum requirements as outlined in the College Catalog with at least a 2.0 G.P.A.~~

- ## Associate of Art

1. Complete the appropriate course of study for an Associate of Art program as listed in the ~~College e~~Catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an ~~AA~~Associate of Art granted by ~~STC~~ the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the core curriculum, area of emphasis or specialization, and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

- ~~5.4.~~ Pay all debts to the College prior to graduation.

MANUAL OF POLICY

Title **Graduation Requirements for the B.A.S, B.A.T., 3342
B.S.N., A.A., A.S. and A.A.S. Degrees and
Certificate of Completion**

Legal Authority

Approval of the Board of Trustees

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Associate of Science

To be awarded the Associate of Science degree, ~~the~~ students must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Science program as specified in the College eCatalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an ~~AS~~ Associate of Science granted by ~~STC~~ the College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the core curriculum, area of emphasis or specialization, and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

Associate of Applied Science

To be awarded the Associate of Applied Science degree, ~~the~~ students must satisfy the following requirements:

1. Complete the appropriate course of study for ~~a 2-year~~ an Associate of Applied Science program as specified in the College eCatalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an ~~AAS~~ Associate of Applied Science granted by ~~STC~~ the College.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a ~~minimum~~ overall cumulative average of "C" (2.0 GPA) in all other courses. ~~Some selective programs require a grade of "C" or better in all coursework as outlined in the College Catalog.~~
4. Pay all debts to the College prior to graduation.

Additional Associate Degrees

Students who have earned an Associate Degree may earn an additional Associate Degree provided that the additional degree is a different degree type. Students who are Core Complete may use the Core Curriculum to satisfy degree requirements for the additional degree. Students must meet graduation residency requirements for any additional degree. Students who wish to pursue an additional degree should seek appropriate academic advising prior to declaring an additional degree and enrolling in coursework.

Title	Graduation Requirements for the B.A.S, B.A.T., B.S.N., A.A., A.S. and A.A.S. Degrees and Certificate of Completion	3342
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To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
2. South Texas College requires that at least 25% of the required semester credits be completed through ~~STC~~ the College.
3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses. Some selective programs require a grade of “C” or better in all coursework as outlined in the College Catalog.
4. Pay all debts to the College prior to graduation.