

Consensus Across Colleges

Date: May 1, 2006

Item: Admissions Requirements (documentation required) for students

All official admissions documents required during first term of enrollment.

FTIC: High School and GED: *Official* HS transcript or GED test scores required.

Transfer students: Required to submit an *official* transcript from the last college or university attended.

CCAF students:

Official CCAF transcript fulfills last college attended admissions requirement.

Transfer students who cannot provide *official* transcript:

Students who have responsibilities at previous institutions (money owed, etc.):

Required to submit letter from institution indicating release from responsibility PLUS *official* transcript; or official written institutional agreement to fulfill responsibility PLUS *unofficial* transcript prior to enrollment. Letter indicating current status of financial or administrative hold is required each semester until *official* transcript is submitted. Student should be placed on administrative hold each term until final *official* transcript is obtained.

Exceptions require Individual Approval by Appropriate Director, Dean or Designee (example: school no longer exists so transcript is unavailable; disability without high school graduation--transition)

Course Placement Requirements: When prior transfer course work is used for placement, an *Official* transcript is required to validate proper placement (following registration). Students will not be permitted to register in future terms until the *official* transcript is received.

Graduation Requirements: All *official* transcripts are required to satisfy college requirements and earn a degree or certificate.

Reference: Admissions Recommendation #1 2005-2006

Effective Date: Fall, 2007

Approved on June 19, 2006 by:

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Eric Reno
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Item: **Advisement Holds Restricting Registration**

Technical Majors:

no holds placed for advising.

Exception: some specific programs may require advising each semester.

College Orientation:

Registration restriction placed for FTIC's and transfer students with fewer than 15 sch's until College Orientation is completed or waived permanently.

NVC requires Group Advising for all FTIC's and places a registration restriction pending attendance in a session.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Fall, 2007**

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Item: Early Admit/Gifted Students

Early Admit and Gifted Student Admission Requirements:

Qualifications:

- Completed Sophomore Year.
- Submit qualifying scores on TSI/THEA, alternative TSI/THEA or proof of TSI/THEA exemption required for course enrollment.
- Applicable portions of TSI/THEA or the college's placement exam must be passed in order to enroll in any courses or technical programs.
- Must be at least 16 years of age by the start of the academic year in which they enroll.
- Maximum combined class load must not exceed 18 sch, counting each high school course as equivalent to one three-hour course.
- Complete Early Admit Application form.
- Letter of recommendation from principal or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Official HS transcript of course work completed prior to registration at the college.

Re-enrollment Eligibility:

To be eligible to enroll in subsequent semesters, students must earn a "C" or better in all courses.

Re-enrollment following High School Graduation:

Once a student graduates from high school, they are responsible for submitting an official high school transcript *with graduation date* regardless of whether they continue enrollment at one of the colleges.

Official ACCD transcripts will not be released until the final high school transcript is submitted.

Exception: High School Seniors seeking admittance to post-secondary institutions during their senior year may have their ACCD college transcript released directly to that college/university upon written request. These transcripts would not be released directly to the student.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Fall, 2007**

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Item: Admissions Procedures—Web/Paper Application

Texas Common Application will be used by all schools.

Continuity Committee strongly recommends the use of the electronic version of the Texas Common Application to the greatest extent possible (The paper copy is 11 pages in length). It will be implemented with BANNER.

Due to the length of the paper version, the Continuity Committee recommends expanding on-campus computer access for students to apply on-line. Staffing will need to be addressed in order to assist students. Following release of Texas Common Application and guidelines during Summer of 2006, the Continuity Committee will consider guidelines for use of paper application. Paper applications will be available when appropriate.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Summer/Fall, 2007 Admissions Processing**

Approved on June 19, 2006 by:

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Date: **May 1, 2006**

Item: **TSI**

FTIC's:

Students seeking to enroll without placement scores/levels will be required to test.

Exception: Students seeking to enroll in Level 1—Certificate Programs, that do not identify skill levels, will not be required to test.

Transfer Students:

Testing will be waived in academic areas where college-level coursework has been earned; Testing will be required in other academic areas.

Reference: TSI/Assessment Recommendations #2 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Foreign Document Evaluations**

Admissions Requirements:

Student using transcripts for admissions purposes ONLY and not for transfer credit are required to have the transcript translated only. Interpretation and evaluation of the transcript would not be required.

Transfer Credit Requirements:

Students requesting transcript evaluation for transfer credit must submit *official* transcript and *official* third party report/recommendation that include translation, interpretation and evaluation of the transcript. Credit will be awarded based on the information contained in the report and offerings of the college.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Fall, 2007**

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Date: May 1, 2006

Item: **Late Registration/ Adds & Drops**

Three colleges (SAC, PAC, SPC) will retain late registration policy and allow students to enroll in classes through first week of classes.

Days 1 and 2 of classes—admissions and registration permitted.

Days 3-5 of classes—schedule changes permitted with chairperson approval.

Northwest Vista College:

Allows late registration or schedule changes only into classes prior to first class meeting.

Days 1 and 2 of classes—schedule changes only according to policy stated above. Late registration permitted for classes meeting at the end of the week or the weekend.

Days 3-5 of classes—class changes permitted due to course cancellations, developmental level changes, and classes having an end-of-week start time.

Presidents agreed to policy variance across the district.

Reference: Registration/Calendar Recommendations #3 2005-2006

Effective Date: Summer 2006

Approved on June 19, 2006 by:

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Date: **May 1, 2006**

Item: **Schedule Preparation: “Roll Forward” Class Schedule Process**

Collectively (ACCD) Roll Forward “Like” semester. Run Fall to Fall, Spring to Spring, Summer to Summer.

Spring Schedule:

Roll previous spring on July 15th

Summer/Fall Schedule:

Roll previous summer/fall on October 15th

NOTE: Single student data base requires single roll for class schedule preparation.

Reference: Schedule Development Recommendations #4 2005-2006

Effective Date: **October 15, 2006 (or as ASAP thereafter)**

Approved on June 19, 2006 by:

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Date: May 1, 2006

Item: Parts of Term—BANNER
(Sessions in PLUS)

PoTs as defined for Banner implementation:

Fall and Spring

One 16 week

One 12 week

One 10 week

Two 8 week

Four 4 week

Five 3 week

Summer

One 12 week

One 10 week

One 8 week

Two 6 week

One 6 week (Summer II)

Open Entry courses will be accommodated within the above structure. All courses end at end of term.

NOTE:

Colleges are committed to working within the structure when possible.

Exceptions: All special sessions require approval by VPAA

Reference: Schedule Development Recommendations #4 2005-2006

Effective Date: **October 15, 2006 for roll** and preparation of Summer/Fall 2007 schedule.

Approved on June 19, 2006 by:

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Date: **May 1, 2006**

Item: **Ability to enroll and pay for multiple semesters**

Students can enroll and pay for multiple semesters in BANNER.

Reference: Registration/Calendar Recommendations #3 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

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Date: May 1, 2006

Item: Delete Unpaid dates & balances—Fall, Spring, and Summer

GENERAL POLICY OVERVIEW

Approved Timeline for Delete Unpaid Processing

PURGE	FALL	SPRING	SUMMER
1 st Purge	First Friday in August	5 Days prior to first class day	7 Days prior to first class day*
2 nd Purge	5 Days prior to first class day	2 days prior to first class day	2 days prior to first class day
3 rd Purge	2 days prior to first class day	4 days AFTER first class day	3 days AFTER first class day
4 th Purge	4 days AFTER first class day	Census Date	Census Date
5 th Purge	Census Date	N/A	N/A

* Summer Session first purge date assumes payment deadline is on Monday prior to the start of classes. Memorial Day holiday affects start of classes for Summer. If VP's recommend calendar change, Registrars will need to modify First Purge Date.

DELETE UNPAID PROCESS & RULES	PRIOR to <u>start</u> of classes	Classes BEGUN	CENSUS DATE
Balance Amount Equivalent to...	<u>Minimum</u> Tuition and Fees NOT PAID. (base tuition and fees).	Tuition and Fees NOT PAID <u>Equivalent</u> to FOUR (4) semester hours.	<u>ANY BALANCE AMOUNT</u>
Students/Classes	Drop ALL Students from ALL Classes.	Drop ALL Students from ALL Classes.	Drop ALL Students from ALL Classes.

GENERAL POLICY DETAIL

Fall Semester

First Purge Date: First Friday in August:

(Drop students who have not paid minimum tuition and fees). **Presidents: Official notification to students required before first purge. Electronic notification to students acceptable following transition period in Banner/PALS.**

Second Purge Date: 5 days prior to first class day

(Drop students who have not paid minimum tuition and fees).

Third purge date: 2 days prior to first class day

(Drop students who have not paid minimum tuition and fees).

Fourth Purge Date: 4 days after first class day

(Drop students who owe money equivalent to the tuition charge for a four hour course).

Presidents: Official notification to students required before first purge. Electronic notification to students acceptable following transition period in Banner/PALS.

Recommendation from Committee to drop last course(s) added instead of all courses. Not possible in BANNER.

Fifth Purge Date: Census Date:

Drop students who have a balance from all classes.

Spring Semester

First Purge Date: 5 days prior to first class day

(Drop students who have not paid minimum tuition and fees).

Presidents: Official notification to students required before first purge. Electronic notification to students acceptable following transition period in Banner/PALS.

Second Purge date: 2 days prior to first class day

(Drop students who have not paid minimum tuition and fees).

Third Purge Date: 4 days after first class day:

(Drop students who owe money equivalent to the tuition charge for a four hour course).

Presidents: Official notification to students required before first purge. Electronic notification to students is acceptable following transition period in Banner/PALS.

Recommendation from Committee to drop last course(s) added instead of all courses. Not possible in BANNER.

Fourth Purge Date: Census Date

Drop students who have a balance from all classes.

Summer Session

First Purge Date: 7 days prior to first class day

(Drop students who have not paid minimum tuition and fees).

Second purge date: 2 days prior to first class day

(Drop students who have not paid minimum tuition and fees).

Third Purge Date: 3 days after first class day:

(Drop students who owe money equivalent to the tuition charge for a four hour course).

Recommendation from Committee to drop last course(s) added instead of all courses. Not possible in BANNER.

Fourth Purge Date: Census Date:

Drop students who have a balance from all classes.

STUDENT NOTIFICATION OF TUITION AND FEES DUE

Transition Plan 2006-2007

Increase the level of awareness of students that beginning Fall 2007, electronic notification via PALS email will become the primary mode of communication from the college. VPAA's, VPSA's, Director of PR, AtD Director, and Registrars will develop plans and implement.

Fall 2006 thru Spring 2007: 1. Send tuition bill to students via U.S. mail PRIOR to FIRST PURGE date.

**Beginning Fall 2007: 1. Send tuition bill to students via U.S. mail PRIOR to FIRST PURGE.
2. Send electronic notification to students via PALS email PRIOR to FIRST PURGE and on FIRST DAY OF CLASSES.**

Reference: Registration/Calendar Recommendations #3 2005-2006

Effective Date: **Summer/Fall 2007**

Approved on June 19, 2006 by:

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Consensus Across Colleges

Date: **May 1, 2006**

Item: **Repeated Courses and Grade Replacement**

If two or more grades are recorded for the same course, due to multiple enrollments, the HIGHEST grade will be used in GPA calculation. Program will run each term according to BANNER during end-of- term grade processing.

NOTE: At the time of BANNER implementation, the program will look at multiple grades earned in Fall, 2007 and forward—will not affect previous course work at the institutions migrated into BANNER

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2007**

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Consensus Across Colleges

Date: May 1, 2006

Item: Student Enrollment Verifications

Enrollment Verifications based on cumulative semester credit hours across all colleges.

Enrollment Status Policy:
Fall and Spring Semesters
Full-time: 12 sch or more
Part-time: less than 12 sch

Summer Sessions
All PoT's designated as Summer I:
Full-time: 6 sch or more
Part-time: less than 6 sch
All PoT's designated as Summer II
Full-time: 6 sch or more
Part-time: less than 6 sch

Note: PoT's are Parts of Term.

Reference: Records Recommendations #7 2005-2006

Effective Date: Fall, 2007

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Date: **May 1, 2006**

Item: **Notification of Transfer Work**

Post and notify students of accepted transfer work via PALS email address or other electronic mode.

Note: Transition period required in 06-07 to raise awareness amongst students that future communication from the colleges and official notifications will be electronic via PALS.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Academic Standing Calculations**

Academic standing evaluated each semester with the following parameters:

Include developmental courses.

No minimum number of hours required for evaluation.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Academic Standing Definitions**

New Academic Standing Terminology:

Good Standing

Academic Probation

Continued Academic Probation

Academic Dismissal

Permanent Academic Dismissal

NOTE: “Removed from Academic Probation replaced by “Good Standing.”

SPECIAL NOTE: ALL historical records (ACCD student transcripts) will reflect new academic standing terminology upon migration to BANNER in Fall 2007.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Transcripting of ESW transfers**

All in-district transfers and external transfers will be treated identically (students on probation or dismissal will be admitted on probation and advised).

Transfers with ESW status more than 10 years old will be forgiven and will enter in Good Standing.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Student Notification of End-of-term Probationary Status**

Notification of probationary status will be communicated electronically through PALS email address.

Note: Transition period required in 06-07 to raise awareness among students that future communication and official notification will be electronic via PALS.

Reference: Records Recommendations #7 2005-2006

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Date: **May 1, 2006**

Item: **WEB Drops by Students and Faculty**

Drops or Withdrawals Prior to Census Date:

Students drop by WEB. Faculty will submit drop forms to A & R on students who have never attended class.

Drops or Withdrawals Following Census Date:

Students must withdraw from a class in person with an advisor, faculty member or other designee.

Faculty will process withdrawals via WEB. WEB Access begins the day after census date.

Note: Colleges will encourage students and faculty to process drops prior to census date for students who have never attended class.

Reference: Records Recommendations #7 2005-2006

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Date: May 1, 2006

Item: Transcript Request

In- person

Student:

Documentation Required: Photo ID

Third Party (relative or friend) Pickup:

Documentation Required: Signed written permission from student and copy of student's photo ID.

Third Party Request with Official Student Consent.

Documentation Required: Educational Release signed by student.

Limit: Maximum of five copies on demand as staffing resources permit.

With single database and single transcript, no need for cross-college requests.

Note: Microfilm records may require cross-college requests.

Reference: Records Recommendations #7 2005-2006

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Date: **May 1, 2006**

Item: **Conferring degrees**

All colleges will confer (post on official transcripts) degrees/certificates three times a year. End of semester fall, spring, and summer.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2006**

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Consensus Across Colleges

Date: **May 1, 2006**

Item: **Requirements for “walking” in graduation ceremony prior to completion of degree or certificate**

Students will be permitted to “walk” in commencement ceremony as follows:

Student lacks no more than 6 semester hours credit to meet degree/certificate requirements regardless of the number of ceremonies per year.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2006**

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Date: **May 1, 2006**

Item: **“Academic forgiveness” policy**

Follow state rules on “academic fresh start.” Need to honor the intent of the law to allow students to be competitive in programs that have separate admission/application processes by offering retroactive fresh start in some cases.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2006**

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Date: **May 1, 2006**

Item: **Time limit for ESW transfer work**

Disregard ESW standing that is 10 years or older.

Reference: Records Recommendations #6 2005-2006

Effective Date: **Fall, 2006**

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Date: **May 1, 2006**

Item: **Directory Information**

ACCD Directory Information will be defined as follows:

Name

Major

Enrollment status

Dates of Enrollment

Awards received

Degrees received

Note: Confirmed that student listings can be provided to educational institutions and the military through ACCD Finance only.

Note: Confirmed that addresses must be provided to lending institutions.

Reference: Records Recommendations #7 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **GPA**

Continuity Committee Recommendation:

4 GPA's recorded in system and available to students:

ACCD Term (semester):

- 1) **including DE**
- 2) **excluding DE**

ACCD Cumulative:

- 1) **including DE**
- 2) **excluding DE (Transfer GPA)**

All 4 GPA's printed on transcript w/notation on *Cumulative Excluding DE* to read "*Transfer GPA.*"

Reference: Academics Recommendations #5 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Honors Calculation**

Calculate Honor's status using ACCD GPA, excluding DE.

Full Time (12 or more hours):

HONORS (Cumulative of 2.0 and semester of 3.5-3.99)

PRESIDENT'S HONORS (Cumulative of 2.0 and semester of 4.0)

Part time (6-11 hours):

PART TIME HONORS (Cumulative of 2.0 and semester of 3.5-3.99)

PRESIDENT'S PART TIME HONORS (Cumulative of 2.0 and semester of 4.0)

Note: Colleges will implement with the 2007-2008 catalog, unless individual college catalogs are available to revise.

Reference: Academics Recommendations #5 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Authority to Assign Grades**

Faculty of Record

Exception: Chair may recommend and approve grade change if adjunct faculty member is not available and grade change justified. Approval by VPAA required.

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2006**

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Date: **May 1, 2006**

Item: **Time limit for Changing Grades**

One year from end of term.

Exception: approval by VPAA due to extenuating circumstances.

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2006**

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Date: **May 1, 2006**

Item: **“T” (Incomplete) Grades and Course Retakes**

“T” grades convert to “F” after 120 calendar days unless balance of course work is completed and performance grade earned.

Course Retakes are independent and handled as separate courses with semester credit hours and grades in terms of semester credit hours and grade.

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2006; If transition period required, implementation in Fall 2007.**

Approved on June 19, 2006 by:

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Date: **May 1, 2006**

Item: **Grade designation for Audits**

Assign grade of “AU” instead of “NC” for all audited courses.

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2007**

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Date: **May 1, 2006**

Item: **Military Drops**

Withdrawal from courses by military students:

Use “WM” as grade option (instead of W) and include on official transcript legend. Documentation is required from students in order to qualify for WM grade.

Note: There are two types of military student requests:

First student type, does not want any indication on their transcript that they were enrolled. The course(s) will be permanently removed from student’s record.

Second student type, wants notation on the transcript that they withdrew due to military reason so that they are not penalized in the future—financially or through an admissions process, for reasons beyond their control. The grade of “WM” will be recorded.

Reference: Grading Recommendations #6 2005-2006

Effective Date: **Fall, 2007**

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Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **Student Development (Orientation)**

FTIC's: Required

Transfers: Required of students with fewer than 15 semester hours.

Regular Tuition and fees will apply across the district.

Reference: Academics Recommendations #5 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: Students testing into Developmental Math required to enroll in Developmental Math once they have reached 12 semester hours.

Students requiring remediation in math will be required to enroll in developmental math each semester once they have earned 12 semester hours with a 2.0

Students will not be dropped (withdrawn from all courses) if developmental math class is dropped during the semester.

Reference: Academics Recommendations #5 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

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