




Section



*Admission
and
Registration*

As an open-admission institution of higher education, St. Philip's College maintains the policy to admit students without regard to age, race, gender, religion, national origin, color, disability, or the provision of services.

To be formally admitted to the college, the student must furnish the necessary credentials to the Office of Records and Registration. These documents are (1) a completed Student Data Form; (2) the most recent placement test scores; (3) residency documentation; and (4) official high school, General Educational Development (GED), or college transcript(s). Students who have earned a high school diploma, a GED, or academic college credit, but are unable to obtain high school, GED, or college transcript(s) will be granted Conditional Admission to the College (See "Conditional Admission" later in this chapter). Admission to St. Philip's College does not guarantee admission to a specific vocational/technical or Allied Health program. A student should consult the program brochure, program coordinator, department chairperson, or counselor for additional information on admission requirements for the program of his or her choice.

TEXAS SUCCESS INITIATIVE (TSI)

The TASP law was repealed during the summer of 2003 and was replaced by the Texas Success Initiative (TSI), which became effective September 1, 2003. The TSI requires students to be assessed in reading, writing and mathematics skills PRIOR to enrolling in college, and to be advised based on the results of that assessment.

A student will NOT be denied admission to St. Philip's College if he or she does not pass the test for TSI; however, the student will not be permitted to enroll in any class until the test (Accuplacer or THEA) has been attempted, and the scores are posted on the college's Student Information System.

All new students, full-time and part-time, must take a test for TSI, UNLESS they are transferring from another college and submit a transcript which documents completion of college-level reading, mathematics and English, OR they enter a certificate program that consists of NO MORE THAN 43 semester credit hours. A student who does not pass all sections of the college placement test or has not completed college-level coursework that directly relates to the sections or the test, must complete developmental coursework in order to meet departmental pre-requisites for college-level courses. Placement scores must be less than three years old prior to enrollment and must include a writing sample in conjunction with the multiple choice test. The Accuplacer and Asset are the tests administered by St. Philip's College. For further information regarding TSI, please contact an advisor in the Office of Advising and Assessment at 210-531-3263.

TRANSCRIPT OF RECORD

The term “transcript of record” refers to the recorded results of the student’s coursework at the College only. This record is sent directly to other colleges at the request of the student. Requests must be directed to the Office of Records and Registration. A minimum of five (5) work days is required for the processing of transcript requests. All transcript requests must be signed by the student. The transcript will be withheld if the student has not settled all financial and transcript obligations with the College.

COURSE NUMBERING SYSTEM

Arts and Sciences courses offered by the college are identified by four-digit numbers. The first digit indicates the level of the course ("0" signifies a developmental course, "1" signifies a freshman level course, and "2" signifies a sophomore level course). The second digit indicates the number of semester hours, and the last two digits identify the departmental sequence.

Certain courses in the Applied Science and Technology programs do not comply with this numbering system. Applied Science and Technology courses use the course numbering system described in the Texas Higher Education Coordinating Board Workforce Education Course Manual (WECM). The WECM is available for review in the office of the Dean of Applied Science and Technology.

In the Fall 1993 semester, the College adopted the state-wide Common Course Numbering System, designating all courses with identical numbers as equally transferable among schools in Texas that have joined this system. A non-common numbered college-level course will have a "7" in the third position of its course number.

Courses beginning with the number zero (0) are developmental (pre-college) level courses and do not fulfill requirements for any degrees or certificates offered by the College.

IDENTIFICATION CARD (PHOTO ID)

Effective September 1, 2004, all students, credit or non-credit, are entitled to a St. Philip's College photo identification card. A student seeking a college photo ID must be registered with his/her tuition paid or have no tuition balance.

There will be a limit of one original photo identification card per student. A maximum of two replacement photo identification cards may be provided at no charge to a student if his/her identification cards are lost, stolen, or damaged. Any subsequent photo identification cards will be provided only after a replacement fee of \$5.00 is paid for each new card.

ADMISSION OF NEW STUDENTS

- A. A graduate of an accredited high school must submit the following credentials to the Office of Records and Registration:
 1. An official high school transcript including date of graduation. Transcripts must be forwarded from the high school to the College. Transcripts received become the permanent property of the College.
 2. ACT or SAT test scores, if taken, or alternate placement tests selected by the College.

3. All students are responsible for meeting requirements for the Texas Success Initiative (TSI).
 4. St. Philip's College will not release students' official St. Philip's College transcripts until all admission requirements are met.
- B. In lieu of a high school transcript, a student can submit the General Educational Development (GED) Test (high school equivalency). Effective January 1, 2002, the minimum passing standard score on the GED Tests is now no less than 410 on each of the five tests, with an average of 450 (2250 total) on the five tests in the battery. January 1, 1997 through December 31, 2001, GED candidates had to earn a total score of 225 (45 average) on all five tests with no sub-test score less than 40. Prior to January 1, 1997, GED passing scores were 40 on each test or a total score of 225 on all five sub-tests.
- C. A student graduating from an unaccredited high school or completing a non-traditional high school program may be granted Individual Approval admission by the Dean of Enrollment Management (See "Admission of Non-Traditional High School Students" later in this chapter).
- D. A person may be waived from the admission requirements and admitted on Individual Approval by the Dean of Enrollment Management provided that the applicant's record indicates ability to complete the college work assigned, and receipt of GED test scores. Students admitted on this condition shall be subject to the same policies and regulations as all other students, including appropriate testing.

ADMISSION OF TRANSFER STUDENTS

- A. A student transferring from another college must submit an official, complete transcript from the regionally accredited college or university last attended, bearing the impression of the seal and the college official's signature. However, for graduation purposes and to meet prerequisites, a student must submit official transcripts from all colleges or universities previously attended. Official transcripts must be forwarded directly to the Office of Records and Registration.
- B. A transfer student must:
1. Meet the minimum academic standards of the College as published in this catalog.
 2. Continue on academic probation if that was the status at the last college or university attended.
- C. Courses taken ten (10) or more years prior to a student's last enrollment at the College will not count as semester credit hours towards the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may challenge, by examination, courses that were not accepted for credit.
- D. A student must not knowingly falsify or suppress registration information or in other ways attempt to enter this college by fraudulent enrollment.

CONDITIONAL ADMISSION

- A. A student who cannot obtain an official copy of his or her high school or college transcript or GED score may be admitted conditionally to the College. A student in this category will be placed in conditional admission status for one (1) semester, pending receipt of the transcript by the College. A student will not be permitted to register for future semesters until all previous official college transcripts, high school transcripts, or GED passing test scores are received by the Office of Records and Registration. A student will not be permitted to register for future semesters until all previous official college transcripts are received by the Office of Records and Registration. An official St. Philip's College transcript will be withheld until all admission requirements are met.
- B. A student not formally admitted to the College will not be allowed to take certain courses without proof of the appropriate placement cut-off scores and/or prerequisites.

EARLY ADMISSION

- A. **Early admission** applications will be accepted from students who have completed the high school junior year.
 - 1. An applicant must have completed the sophomore year in high school.
 - 2. Applicants must be at least 16 years of age by the start of the academic year in which they wish to enroll.
 - 3. An applicant must complete the application process for early admission and submit the application to the Admissions Office.
 - 4. Applicants must submit to the Office of Records and Registration an official transcript of all high school courses completed prior to registration.
 - 5. An applicant must present letters of recommendation from the high school principal or counselor and from the parent(s) giving parental approval and addressing the applicant maturity and ability to function well in a college environment.
 - 6. An applicant must be eligible to graduate from his or her respective high school by the close of his or her senior year.
 - 7. The applicant must submit THEA, Alternative THEA (Accuplacer or Asset, or Compass) or ACT/SAT/TAAS or TAKS test scores exempting TSI requirements, and/or demonstrating college level ability in the subject area(s) requested. St. Philip's College is not permitted to remediate students in high school or below.
- Note: Applicants to vocational/technical programs must meet departmental and placement guidelines.
- 6. The number of courses to be taken will be determined by the high school course load and the recommendation of a college counselor.
 - 7. The class load at the college must not exceed the equivalent of eighteen (18) semester hours, counting each high school course as the equivalent of one (1) three-hour course.
 - 8. An official transcript from St. Philip's College will not be released until the students' complete official high school transcript graduation date is on file.

- B. **Gifted students** in the 11th grade or below may apply to the Office of Records and Registration for early admission.
1. Applicants must be at least 16 years of age by the start of the academic year in which they wish to enroll.
 2. Letters of recommendation from teachers, counselors, and/or principals must be submitted requesting participation in a specific program or course and attesting to the applicant's maturity and adaptability to a college environment.
 3. A letter of permission must be submitted from the parent(s) addressing the applicant's maturity and adaptability to function well in a college environment.
 4. The applicant must submit THEA, Alternative THEA (Accuplacer or Asset, or Compass) or ACT/SAT/TAAS or TAKS test scores exempting TSI requirements, and/or demonstrating college level ability in the subject area(s) requested. St. Philip's College is not permitted to remediate students in high school or below.
Note: Applicants to vocational/technical programs must meet departmental and placement guidelines.
 5. An applicant will take any departmental tests deemed advisable or necessary by counselors or department chairpersons.
 6. An applicant approved for early admission may enroll in academic courses or certain vocational/technical programs based upon completion of appropriate sections of above referenced tests and with the approval of a specific department and/or program as required.
 7. Department chairperson and instructor approval is necessary for admission.
 8. The class load at the college must not exceed the equivalent of eighteen (18) semester hours, counting each high school course as the equivalent of one (1) three-hour course.
 9. The approval for admission to the college of a gifted student in the 11th grade or below will be determined by the Early Admissions Committee comprised of the Vice President for Student Affairs, Dean of Enrollment Management, Director of Student Life, a counselor within Counseling and Student Development, and a full-time faculty member selected by the Dean of Arts and Sciences or the Dean of Applied Science and Technology.
 10. The Admissions Committee will convey its decision in writing to the student and his/her parents within a week of the submission of the fully completed application and all required supporting letters and test scores.

ADMISSION OF NON-TRADITIONAL HIGH SCHOOL STUDENTS

A non-traditional high school student is a person enrolled in home school programs or a student from a high school which is non-accredited or not recognized by the Texas Education Agency (TEA).

- A. A high school completion student who is under eighteen (18) years of age and who is applying for admission based on the completion of an independent

study equivalent to the high school level in a non-traditional setting (rather than through a public high school or accredited private high school) will be considered for *Individual Approval* admission by the Admissions Committee chaired by the Dean of Enrollment Management.

1. Submit a recommendation by the principal or superintendent of the last high school attended (if a public or private high school was attended by the student).
2. Present notarized record of the high school equivalent work completed and the date of successful completion. This work should meet the TEA minimum requirements for high school completion.
3. Comply with institutional testing requirements.
4. Agree to limitations or conditions of admission established by the College. A non-traditional high school student who is still enrolled in his/her secondary school program may not enroll in the college for more than half time study until the student has documented successful completion of the non-traditional high school curriculum and the awarding of the high school diploma or equivalent.
5. The approval for admission to the college of a gifted student in the 11th grade or below will be determined by the Early Admissions Committee comprised of the Vice President for Student Affairs, Dean of Enrollment Management, Director of Student Life, a counselor within Counseling and Student Development, and a full-time faculty member selected by the Dean of Arts and Sciences or the Dean of Applied Science and Technology.
6. The Admissions Committee will convey its decision in writing to the student and his/her parents within a week of the submission of the fully completed application and all required supporting letters and test scores.

READMISSION TO COLLEGE

- A. A student who was previously enrolled at the College, but did not attend during the last 12 months, may apply for readmission by meeting the following criteria:
 1. Be in good academic standing or have been unenrolled for the mandatory one (1) semester following an Academic Dismissal status.
 2. Present official transcripts from any college or university attended since the last enrollment at the College.
- B. A returning or transfer student failing to meet the academic criteria stated in the current College catalog may appeal through the Admission Appeal Procedure.
- C. A returning or transfer student whose last status was Disciplinary Suspension must petition the Vice President for Student Affairs for readmission.
- D. Courses taken ten (10) or more years prior to the student's last enrollment at the College in the student's specific subject area of concentration within the curricular offerings of Applied Science & Technology will not count as semester credit hours towards the award of the degree or certificate. These

courses will only transfer in or be credited as elective credit toward the fulfillment of degree/certificate requirements. However, a student may challenge, by examination, courses that were not accepted for credit.

ACADEMIC FRESH START

Under the provisions of Senate Bill 1321, any resident of Texas is entitled to seek admission to public institutions of higher education without consideration of courses undertaken ten (10) or more years prior to enrollment. This "right to an academic fresh start" gives a student the option of electing to have course work taken ten (10) or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual OR ignored for admission purposes. A student who elects an "academic fresh start" must notify the Office of Records and Registration during his or her first semester of enrollment at the College.

An applicant who elects an "academic fresh start" will also have all college-level work that was completed at an earlier date eliminated from the computation of the grade-point average, and none can be applied toward a degree or certificate for credit at the College. Additionally, such work will not be removed from the student's academic records and transcripts. Students electing an "Academic Fresh Start" must meet with the Dean of Enrollment Management.

NON-CREDIT OR AUDIT ADMISSION

- A. A student registering only for audit courses need not provide admission credentials. A grade of "AU" (audit) is assigned to an auditing student.
- B. An audit fee of \$10.00 per course is charged at the time of registration in addition to the tuition and fees normally charged.
- C. A student wishing to change to audit status must pay the \$10.00 audit fee by the census date of the semester. A student cannot change to audit status after the semester's census date has passed.

ADMISSION TO SUMMER SCHOOL

A student desiring admission to summer school must meet the same requirements which apply to any other semester. The normal full-time student load is six (6) semester hours or nine (9) semester hours for a student with an above average GPA. A maximum of twelve (12) semester hours is allowed for summer eight (8) week sessions. A student cannot exceed more than fourteen (14) semester hours for any combination of summer sessions. A student wishing to finish his or her associate's degree in the minimum time can receive instruction year round by attending the regular semesters and summer terms.

ADMISSION TO ALLIED HEALTH

A student enrolling in Allied Health or Nursing Education Programs is required to submit an application form to the respective department. Placement tests are required.

An interested person should contact the Allied Health or Nursing Education department at least six (6) months prior to enrolling to obtain application information. Several Allied Health programs have college-level prerequisite course requirements that must be completed prior to admission to the programs.

ADMISSION TO VOCATIONAL NURSING PROGRAM

Admission Criteria

The applicant must be 18 years of age. High school diploma or GED. Individuals who have completed High School requirements in a foreign country must submit an official high school transcript translated in English. Contact the office of Advising & Assessment for information regarding foreign transcripts. (210) 531-3263.

Requirements for Admission.

Entrance Exam/ Pretest: Program requirement and BNE requirement (Rule 233.65)

Pass the required entrance exam with the scores established by the program as acceptable for admission. Any one of the following exams may be taken:

Accuplacer, ACT, ASSET and SAT scores (valid for (3) years).

TASP/THEA (scores do not have expiration date).

In an effort to admit students that are adequately prepared in the skills assessed by the entrance exam/s, the entrance exam required by the program will not be waived.

Individuals with college degrees, (regardless of the degree or type of degree), must still qualify for admission by taking an entrance exam and must pass with the qualifying scores established by the program for admission.

Applicants must meet the entrance exam requirement before the application for admission is requested.

Eligibility for Licensure Issues

Persons planning to enroll in the Vocational Nursing Program who may have eligibility issues that could result in denial of licensure would not be eligible for admission. The following are considered potential ineligibilities; criminal conduct and or conviction; mental illness; chemical dependency including alcohol.

Persons with eligibility issues would not be eligible for admission until the declaratory order process is completed with the Board of Nurse Examiners and proof of eligibility for licensure is provided.

Eligibility for licensure information go to www.bne.state.tx.us see BNE rules and regulations Texas Administrative code rule 213.30

Criminal background check:

Applicant must consent for background check

Applicant is responsible for the cost

Persons with adverse report will be counseled by the program director to contact the BNE to confirm licensure eligibility.

An applicant with declaratory orders pending will be eligible for admission if the BNE determines that the applicant would be eligible for licensure.

When the applicant shows proof that eligibility for licensure has been granted by the BNE, the applicant will be placed in the order of current applicant roster for admission.

Drug Screen:

Applicant must consent to drug screen

Applicant is responsible for the cost

Applicants with a positive drug screen not eligible for admission.

Program Information:

1. Immunizations must have documentation of two MMRs, current TD, TB screening or chest X-Ray. Hepatitis-B series
2. Applicants must complete Hepatitis B series (series of three) before application is submitted.
3. Must have current CPR (BCLS) card
Infant, child and adult
4. All required immunizations as well as CPR must remain current while enrolled in the program.
5. Physical examination must be completed and signed by a physician.
All questions on the physical exam must be answered.
6. Reference letters (3) – All references must be verifiable, can include employer, co-worker (no family members)
7. Applicant must provide evidence of health insurance
8. A grade of C (77%) or greater must be earned in all nursing courses
9. All transcripts submitted must be official. College transcripts that indicate name of high school & date of graduation will be accepted.
10. GED certificates must include GED scores
11. High School transcripts from a foreign county must be translated in English before transcript is accepted. (see office of Advising and Assessment for more information)
12. All required documents must be completed.
13. Placement scores: ACT, ASSET, SAT, (valid or 3 years) TASP/ THEA (scores do not have expiration date)
14. Incomplete applications will not be accepted.

ADMISSION OF NURSING STUDENTS TO ADN MOBILITY PROGRAM

Admission Criteria

The applicant must be admitted to St. Philip's College prior to being accepted into the Associate Degree Nursing (ADN) Mobility Program. Please refer to the current college catalog for the general admission criteria. The LVN to ADN Mobility Program is subject to the Texas Success Initiative (TSI). Call the Office of Advising and Assessment for current information regarding TSI at 210-531-3263.

Minimum Requirements for Application to the LVN to ADN Mobility Program

The applicant desiring admission to the LVN to ADN Mobility Program must:

1. Hold a current license to practice vocational nursing in the state of Texas or be eligible for reciprocity.
2. Submit an official transcript from an accredited Vocational Nursing program.
3. Complete all of the required prerequisite courses with a grade of C or above and a cumulative Grade Point Average of 2.5 or above.
4. Have a minimum overall Grade Point Average of 2.0 or above.
5. Submit three letters of reference, and one letter of reference must be from a Registered Nurse (RN) who has worked closely with the applicant; a letter from a direct supervisor is preferred.
6. Hand carry official copies of college-level academic transcripts to the Nursing Education Department, be present when transcripts are evaluated for prerequisite courses, then obtain an application for admission to the program.
7. Complete the application in accordance with the instructions.
8. Have work experience validated, if the applicant has been licensed for more than two years, by fulfilling one of the following criteria:
 - ✓ 6 months recent full time clinical practice in a hospital or long-term care facility at the level of Licensed Vocational Nurse.
 - ✓ 1 year of recent part time clinical practice in a hospital or nursing home at the level of Licensed Vocational Nurse.
 - ✓ Completion of a nursing refresher course with a clinical component in a hospital or long-term care facility at the level of Licensed Vocational Nurse.
9. Work experience validation is not required of applicants who have been licensed for less than two years.
10. Transfers of nursing courses will be considered on a case-by-case basis per review of the Program Director, Nursing Admissions Council, and Records and Registration Office.
11. The LVN-ADN Mobility Program student with two failures in nursing courses will be dismissed from the program without the option of readmission.
12. The LVN-ADN Mobility Program applicant who has failed two courses in another nursing program will have met the threshold for being dropped from St. Philip's nursing program and is therefore ineligible for **transfer** or **admission** to St. Philip's LVN-ADN Mobility Program.

Application Process

The applicant desiring admission to the LVN to ADN Mobility Program must:

1. Fulfill all requirements as stated above.
2. Submit a completed application packet by the posted deadline.
3. After the deadline, the Nursing Admission Council, composed of at least two faculty members and the program director, will review completed applications.

Program Information

1. The applicant for this program must be potentially eligible to take the NCLEX-RN. Any potential student who has been convicted of a felony, implicated in substance abuse or driving while intoxicated (DWI), must submit a declaratory order to the Board of Nurse Examiners and receive permission prior to being approved to take the NCLEX-RN. This process may take up to eighteen months. Potential students are encouraged to discuss their situation with the Board of Nurse Examiners in Austin (512) 305-7400, prior to entering the program.
2. All prerequisites must be completed prior to application to the LVN to ADN Mobility program.
3. Applicants must hold current basic CPR certification while enrolled in the program.
4. Applicants admitted into the program must purchase liability insurance at premium rates applicable to current academic year.
5. Uniforms and necessary accessories must be purchased upon admission to the program.
6. The applicants selected for admission must have current immunizations, including Hepatitis B - 3 series vaccinations. Refer to the admission packet for full details on required immunizations.
7. A grade of C (77%) or greater must be earned in all nursing courses. The student must earn a grade of C (70%) or greater in all required academic courses.
8. A student must maintain the grade of C or greater in all courses in order to progress in/out graduate from the program.

INTERNATIONAL STUDENT ADMISSION

International students are welcome at the College because such students bring with them a variety of cultures and languages which ultimately enrich the campus community and help prepare all students for the challenges of an increasingly interdependent world. All international students are expected to show evidence of communication and proficiency in English. The College requires a minimum score of: 500 on the Paper-based test (PBT), 173 on the Computer-based test (CBT), Reading-17, Listening-17, Speaking-18, Writing-17 with a total score between 69-70 or the Internet-based test (iBT) or a level 109 ELS Language Certificate.

International student applicants who have not completed college level courses at a U.S. college or university are required to take either the Accuplacer, ASSET, or THEA examination available through the Office of Advising and Assessment.

The placement exams, Accuplacer or ASSET, must be taken before the start of the first semester of enrollment. A student who fails any one (1) of three (3) areas (Reading, Math, or Writing) may enroll in some program courses, but may also be required to enroll in developmental courses as needed. For more information concerning the placement examination requirements, contact International Student Services at (210) 531-3262.

- A. **Admission:** To be considered for admission, the following documents must be submitted prior to the application deadlines (June 1st for Fall; October 1st for Spring; March 1st for Summer):
1. Application for International Student Admission, **please attach one current passport size photograph.**
 2. Signed "Statement of Understanding,"
 3. Verification of financial resources (must be signed by the student, and his/her sponsor). Total expenses are approximately \$15,000 for twelve months.
 4. INS Form I-134 Affidavit of Support (follow printed instructions).
 5. Bank Letter from the student's and/or sponsor's bank stating when the student's and/or sponsor's account(s) were established. The current balances **must** be included. All financial documents must be less than six months old.
 6. Original TOEFL exam score results.
 7. Evidence of high school graduation (transcripts/diplomas, etc.).
Originals must be provided.
 8. High School documents, after translated in English, must be evaluated by an evaluation company; please use World Education Services, Inc. (WES) for evaluation of foreign transcripts. Results should be mailed both to the student and to St. Philip's College.
 9. \$15.00 (non-refundable) processing fee. Make money order payable to St. Philip's College.
- B. **After the above requirements are fulfilled:** The candidate will then be eligible for evaluation toward official admission and enrollment. If approved, the Form I-20 will be issued. In order to be and remain a bonafide student, the candidate must do the following:
1. Take the Accuplacer examination.
 2. Enroll for and complete a minimum of twelve (12) semester hours per Fall and Spring semester.
 3. Pay for illness and accident insurance each semester.
 4. Not work off campus without authorization.
 5. Provide current address and telephone number for residence in San Antonio. (P.O.boxes are not acceptable).
- C. **Transfer Students:** An international student transferring to the College must comply with the same policies and requirements as an international student applying from his or her home country. However, before an official transfer is granted, a transferring student is given a Notification of Transfer form which his or her current advisor must complete and return to the College.

When the Notification of Transfer form is on file and the student is determined to be In Status (or good standing), the transfer can be finalized.

- D. **Non-residential alien or student with visa status other than F-1 must:**
 - 1. Submit official accredited U.S. high school or college/university transcripts.
 - 2. Submit foreign credentials indicating U.S. high school equivalency (as determined by the Office of Records and Registration or by consultancy).
 - 3. Provide proof of current immigration and naturalization status.
 - 4. Participate in college placement testing as recommended by counselor or advisor.
- E. **Resident Alien and Permanent Resident:** Must provide Form I-551 (Permanent Resident Card). The student pays international student tuition rates until residency requirements are fulfilled.
- F. **Start of Registration Process:** All international students with non-resident visas must begin the registration process in the International Student Services Office in the Sutton Learning Center, 2nd floor, office 205-D.
- G. **Revision:** The above requirements are subject to periodic revisions as may be necessary due to changes in Department of Homeland Security (DHS) regulations, ACCD Board Policies, etc.
The International Student Services Office may be contacted at (210) 531-3262.

EVALUATION OF FOREIGN CREDENTIALS

All foreign credentials submitted to the College must be the original or a certified English translation. An official evaluation of foreign credentials and translated transcript must be provided before transfer credits can be granted. The student is responsible for arranging for credential evaluation and/or translation. Please use World Education Services, Inc. (WES) for evaluation of foreign transcripts. The student must pay all costs of translation and/or evaluation of credentials.

Evaluations completed by evaluation services are subject to review and approval by the Records and Registration Office.

ADMISSION APPEAL PROCEDURE

Should a transfer or returning student fail to meet the academic criteria stated in the current College catalog, a petition for admission/readmission to the College must be processed in the following manner:

- A. **First or Second Academic Dismissal Status**
 - 1. A student may petition in writing through the Counselor and appropriate dean (Dean of Enrollment Management, Dean of Applied Science, or the Dean of Arts and Sciences). The student may submit other colleges' transcripts where applicable.
 - 2. A student must petition in advance of the on-campus registration days. The class schedule contains specific dates.

3. A student who has not been enrolled for one (1) semester following an Academic Dismissal is eligible to enroll without petitioning in writing.
 4. The Dean's decision may be appealed, if necessary, to the Vice President of Academic Affairs.
- B. Third or Subsequent Academic Dismissal Status**
1. A student may petition to the appropriate Dean after the lapse of one (1) calendar year from the date of the last Academic Dismissal Status.
 2. A student must complete an Admissions Petition form in the Office of Records and Registration prior to meeting with the Committee. The class schedule contains specific dates.
 3. Where applicable, other colleges' transcripts must be submitted.
 4. Committee appointments must be made at least fifteen (15) working days prior to the first day of registration.
 5. The Committee interview will include:
 - a. A brief written petition by the student
 - b. Committee discussion and decision
 6. The Committee's decision may be appealed, if necessary, to the Vice President of Academic Affairs.
 7. Students readmitted and failing to meet the imposed requirements may not petition again for one (1) calendar year.

HIGH SCHOOL TRANSITION PROGRAMS

The transition from high school to college is often a difficult process, and the type of preparation needed for this change varies among students. To meet these challenges, the College utilizes several approaches:

- College Partnerships
- The Dual Credit Program
- Tech-Prep

College Partnerships

The Office of College Partnerships, established in January 2002, is responsible for coordinating/scheduling classrooms, campus conference rooms, and buildings for non-academic purposes and coordinates community events held on campus. The Director represents the President and College within the community and strives to enhance the partnerships that currently exist and works enthusiastically to develop new ones.

The office has partnerships with the following: Hispanic Chamber of Commerce; the Alamo City Chamber of Commerce; the Greater San Antonio Chamber of Commerce; the George Gervin Youth Center; the East Area Business Council; Parent Child Incorporated; University Health System; Healy Murphy Center; City of San Antonio; Community of Churches for Social Action; Communities in Schools; Southwest Texas State University; and Samuel Clemens and Sam Houston High Schools.

The Bridge Builder's Program is a partnership between Sam Houston High School and St. Philip's College. The objective of the program is to encourage

9th through 12th grade students to focus on education and college. College Preparation courses, college-level courses and technical certificates are offered.

Dual Credit Program with High Schools

The Dual Credit Program enables high school students to earn college credit while they are completing their high school requirements. St. Philip's College waives tuition for dual credit eligible high school students in articulated courses for which they receive joint high school and community college credit.

Students desiring to take courses for dual credit will need to take a state-mandated test* for TSI, submit a Student Data Form (SDF) and a partial high school transcript documenting tests taken, i.e., SAT, ACT, etc.

*High school students are exempt from TSI if they meet the following scores on: **SAT**: Total 1070, with a minimum of 500 on each of the Verbal and Math; **ACT**: Verb 19; Math 19; Comp 23; The scores on either of the above tests will be invalid if they are more than five (5) years old. Students using the exit level TAKS test and will need to score a minimum of 2200 on math, and 2200 on English with a writing score of 3. TAKS scores will be valid for three years.

High school students who take a test for TSI may enroll only in dual credit courses related to the section(s) of the test which they pass according to college standards.

High school students are NOT allowed to take developmental courses while they are still in high school. If such students enroll in courses in a Certificate of Completion for dual credit, then they will need to score high enough on the placement test to meet or exceed pre-requisites set by the college for the desired courses. High school students enrolled in dual credit courses have the same rights, responsibilities and opportunities as all other St. Philip's College students.

A dual credit agreement or Memorandum of Understanding (MOU) is developed between a high school and the College. Curriculum content, in compliance with the MOU and Course Articulation agreements, addresses the competencies or learning outcomes of the college course, as well as the secondary essential elements as required by the Texas Education Agency (TEA). Dual credit courses are usually offered in the participating high schools during the normal scheduling of classes.

A successfully completed dual credit course earns the student college credit which may be applied toward an associate's degree, certificate of completion, and/or may transfer to other colleges or universities. Students should verify with the colleges they plan to attend after graduation that courses will apply toward the degrees sought and, if applicable, that courses will transfer.

Tech-Prep

St. Philip's College has entered into approved Tech-Prep articulation agreements with several area high schools in the areas of Automotive Technology, Business Information Solutions, Hotel Management, Restaurant Management, Tourism, and Culinary Arts. Agreements in additional Tech-Prep areas of study are forthcoming pending approval by the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB). Because each agreement may vary slightly, students who have completed the high school portion of a TEA and THECB

approved Tech-Prep program and wish to complete the post-secondary portion must obtain approval from the appropriate department chairperson prior to registering for classes at St. Philip's College.

CONTINUING EDUCATION WORKFORCE DEVELOPMENT, AND EXTENDED SERVICES

Within the framework of the College's philosophy, mission, and goals, and in cooperation with government and military agencies, Continuing Education provides education, training, and employment programs. In addition, seminars, workshops, conferences, and certification updates are provided for community organizations, business, industry, military, and professional groups. A Continuing Education Unit (CEU) is the basic unit of measurement for an individual's participation in the College's offerings of non-credit classes, courses, and programs. A CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Continuing Education has the flexibility and technology to respond rapidly to the needs of the community and to implement courses in programmatic areas, such as adult basic education, internet, allied health, business, industry, and social services. Continuing Education also serves as an outreach mechanism for directing prospective students into appropriate credit programs within the College.

Bringing the College into the community by using satellite locations, St. Philip's College Continuing Education offers a wide variety of short, non-traditional courses independent of the credit certificate or degree programs.

Vocational/Technical - Occupational courses, seminars, and workshops provide opportunities to refresh knowledge or gain specific skills for job preparation. Available courses focus on computers, business and office skills, industrial, law enforcement, manufacturing and technical skills, medical profession skills, and other areas of emphasis for professionals.

Classes in Self-Improvement and Personal Development - Students may learn more about foreign languages, parent education, driver safety, or the art of the manicure. Students may also enroll in classes designed to develop basic reading, writing, and math skills.

Leisure Time, Special Interest Courses for Hobbies, Recreation, and Diversion - concealed handgun to middle eastern dance classes.

Learning Opportunities Designed for Groups with Special Needs - older adults, women, businesses and organizations, and summer youth groups.

Workforce Development - Proactively collaborate with business community, governmental entities, non-profit organizations, and other educational institutions to provide opportunities for adults and youth to develop knowledge and skills that will provide access to job opportunities or career advancement. The department provides proposal development; application process; grant management and compliance training; contract process and approval; budget approvals; and grant

negotiations and process. Call (210) 531-4770 for more information.

EVENING PROGRAMS

Evening Programs provide an opportunity for a student to pursue his or her educational goals in the evening. Educational Support Services that include library services, tutoring, open-use computer labs, and a writing center are available to evening students. Student services, such as counseling and student development, student financial services, career services, and the transfer center are designed to assist students in achieving their educational and professional goals.

General education courses in the Arts and Sciences are offered for students desiring to complete an associate degree and transfer to a senior institution for a baccalaureate degree. Developmental courses that improve the basic skills of students whose academic foundations need strengthening are available. Applied Science and Technology programs designed to prepare students for employment and updating their technical skills are available as well.

EXTENDED SERVICES - OFF CAMPUS PROGRAMS

As the outreach arm of the college, Extended Services is dedicated to serving learners, wherever demonstrated need prevails, with quality educational programs. Off-campus satellites provide systematic support service systems that can assist adult, part-time students in adjusting to the college learning experience. Satellites are vehicles for providing convenient, personalized services and a nonthreatening supportive environment for adults. The on-site outreach personnel supply many of the traditional campus support services. As the community college population shifts to serving additional adult, part-time students, colleges that provide adequately staffed and service supported satellites have the opportunity of serving adult students in an inviting and supportive alternative learning environment. Call (210) 531-4770 for a location near you.

Brooke Army Medical Center	Lackland Air Force Base
Fort Sam Houston	Northeast Campus
Judson High School	Randolph Air Force Base
Judson Learning Academy	

At St. Philip's College, the convenience of the satellites can go a long way to help students adjust to the stresses of balancing families, jobs, and school.

OPEN ENTRY/OPEN EXIT

Open Entry/Open Exit courses are offered in the Business Information Solutions Department. The courses are available in an eight-week or a sixteen-week format. The students must attend a mandatory orientation session and sign a contract at the time of orientation. Students work independently to complete all coursework with guidance provided by the instructor on an "as needed" basis. The student may arrange one-on-one tutoring sessions with the instructor. Most teacher/student communication is accomplished through e-mail. The student is responsible

for submitting coursework to the instructor and meeting with the instructor to take exams based on the timelines established in the course syllabus.

Please see the class schedule for semester offerings and the orientation schedule.

Additional information may be obtained by calling (210) 531-3452 or by visiting the Business Information Solutions Department in the Bowden Building.

DISTANCE LEARNING

Distance Learning is a form of education, where students work interactively with faculty and other students via the use of a combination of communication tools which include but are not limited to: e-mail, electronic forums, videoconferencing, chat rooms, bulletin boards, audio conferencing, telecourses and other forms of computer-based and telecommunication.

Students with scheduling or distance problems can benefit, as can employees, because distance learning can be more flexible in terms of time and can be delivered virtually anywhere. Distance Learning Courses are the same as on campus courses in terms of academic quality, credit hours, transferability, and cost. Instructors will guide students through the format and usage of technologies used to deliver their courses.

Popular distance learning delivery methods used at St. Philip's College include:

Internet Courses

Internet courses require a student to access class lessons, and lecture notes through the World Wide Web and through electronic communications tools.

Internet Course Requirements include accessing weekly lecture notes, resource materials, and assignments through the Internet; reading and studying textbook materials; and taking exams. Course requirements may vary by instructor. A complete list of Internet Course offerings can be found in the class schedule. Additional information may be obtained by calling (210) 531-3239/3228 or visiting the St. Philip's College website at www.accd.edu/edu/spc/it/distance (effective January 2007, the new website address is <http://www.accd.edu/spc/admin/distance>).

Telecourses

Telecourses require that a student view professionally produced television lessons at home instead of attending regular classes on campus.

Telecourse TV lessons are broadcasted several times each week on KLRN Channel 9 (cable channel 10), cable channel 19, and UHF Channel 48. If the broadcast times are not convenient, a student may record the lessons with a VCR or TiVO and view them according to a more convenient time. The TV lessons are also available in the library for check out.

Telecourse Requirements include viewing several TV lessons per week at home, reading, studying the textbook and study guide material, taking exams on campus, and attending optional review sessions. Please see the class schedule for semester offerings.

Video conferencing courses

Video Conferencing Courses are conducted on two or more campuses or locations and are linked by the use of two-way audio and video equipment. These courses allow the instructor to be at one campus while students may be at a different campus. The instructor and students interact in "real time." Video conferencing allows students to attend a college campus that is nearby while taking courses being offered at a distant location.

STUDENT LOAD

A full-time student has met all entrance requirements and is carrying a normal load of no less than twelve (12) semester hours of college-level work or no less than twenty-two (22) clock hours.

A part-time student has satisfied the entrance requirement and carries less than the number of hours per semester required of the full-time student.

No student enrolled in college-level work may enroll for more than nineteen (19) semester hours except by written authorization of the deans.

(Aircraft students are permitted to enroll in up to 25 semester hours in the spring and fall semester and up to 18 semester hours in the summer due to FAA program completion guidelines).

CLASSIFICATION OF STUDENTS

Freshman:

1. Must have graduated from high school with a minimum of fifteen (15) credits; or
2. Must have been admitted on the basis of an acceptable admission examination; and
3. Must have completed not more than twenty-nine (29) semester hours in collegiate level subjects at the College or other recognized college.

Sophomore:

1. Must have graduated from high school with a minimum of fifteen (15) credits; or
2. Must have been admitted on the basis of an acceptable admission examination; and
3. Must have completed thirty (30) or more semester hours in collegiate level subjects at the College or other recognized colleges, but not more than sixty-six (66) credit hours.

Associate Degree:

A student whose highest degree previously earned is an associate.

Baccalaureate or Above:

A student whose highest degree previously earned is a baccalaureate or higher.

CREDIT TRANSFERABILITY

The purpose of the Coordinating Board rules is to facilitate the transfer of lower division courses and to clarify for a student what his or her rights and responsibilities are as a potential transfer student. The procedure for the resolution of transfer disputes was formerly codified as Subchapter A, Section 5.4. It is now codified as Subchapter S, Section 5.393.

TRANSFER OF LOWER DIVISION COURSE CREDIT

General Provisions

All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

Requirements and Limitations

- A. Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the Community College General Academic Course Guide Manual.
- B. Each university must identify at least forty-eight (48) semester credit hours of academic courses that are substantially equivalent to courses listed in the Community College General Academic Course Guide Manual and fulfill the lower-division portion of the institution's Core Curriculum.
- C. All public colleges and universities must accept transfer of credit for successfully completed courses identified in (A) and (B) above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to a non-transfer student in that major.
- D. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for a non-transfer student in that major; however,
 1. No institution shall be required to accept in transfer more credit hours in a major than the number set in the applicable Coordinating Board approved Transfer Curriculum for that major, as prescribed by the current

- issue of the Coordinating Board's guide to transfer curricula and transfer of credit, "Transfer of Credit Policies and Curricula."
2. In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division course credits in the major applicable to a baccalaureate degree than the institution allows a non-transfer student in that major.
 3. A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's major.
- E. All senior institutions of higher education in Texas shall provide support services for a transfer student equivalent to those provided to a non-transfer student regularly enrolled at the institutions, including an orientation program for all transfer students equivalent to that provided for all entering freshman enrollees.
- F. No university shall be required to accept in transfer or toward a degree more than sixty-six (66) semester credit hours of academic credits earned by a student at a community college. Universities, however, may choose to accept additional credit hours.

Penalty for Noncompliance with Transfer Rules

If it is determined by the Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

Resolution of Transfer Disputes for Lower Division Courses

- A. The following procedures shall be followed by the public institutions of higher education in the resolution of credit transfer disputes involving lower division courses:
1. If an institution of higher education does not accept a course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that 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 the Board rules and/or guidelines.
 3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within forty-five (45) days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.
- B. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- C. All public institutions of higher education shall publish the procedures described in subsections (A) and (B) of this section in their undergraduate course catalogs.

- D. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accordance with its statutory responsibilities under Section 61.078(e) of the Education Code.
- E. If a receiving institution has cause to believe that a course being presented by a student for transfer from another institution of higher education in Texas is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

A student planning to transfer to another institution must accept the responsibility of securing approval in advance from the institution to which he or she wishes to transfer.

A student planning to transfer to a senior institution should make certain he or she takes courses at the College that will be accepted by the institution he or she wishes to attend. In general, Arts and Science courses with a first number of one (1) or two (2) (for example, Psychology 1XXX, Biology 2XXX) are accredited by senior institutions as fully transferable. Courses beginning with a zero (0) (for example English 0301) generally are not accepted for transfer by four-year colleges or universities. Occupational and technical courses may or may not be accepted for transfer, depending on the requirements of the senior institution.

Senior institutions usually will accept a maximum of sixty (60) to sixty-six (66) lower division general education and specific subject matter courses. However, what will be accepted and how it will transfer is determined by the senior college or university.

Lower division courses included in the Academic Course Guide Manual and specified as “lower division course credit” shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. However, it should be understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For the College, these freely transferable courses are identified in the Coordinating Board publication Community College General Academic Course Manual. Specifically excluded are courses designated as vocational, ESL/ESOL, developmental or remedial, and courses listed as “basic skills.”

Transfer disputes may arise when the College's lower division course is listed in the course manual and is not accepted for credit by a Texas public institution of higher education. The student should then contact the Dean of Arts and Sciences (SLC 152), who will attempt to resolve the transfer dispute in accordance with the Board rules and/or guidelines. In all disputes, CB form “Transfer Dispute Resolution” must be completed to initiate a dispute action. This form must be completed and forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

EVALUATION OF COLLEGE TRANSCRIPTS

An official evaluation of college transfer work will be processed by the Office of Records and Registration during the first semester of enrollment at the College.

CONCURRENT ENROLLMENT

A student of the College may register at another accredited institution for a course not listed in the current College catalog. However, the College must first authorize or approve that course before it can fulfill the College's degree requirements. Approval is not automatic.

A student enrolling concurrently at the College and San Antonio College, Palo Alto College, or Northwest Vista College does not pay duplicate fees and tuition. For details contact the Business Office at (210) 531-3246.

CREDIT BY EXAMINATION

Enrolled students may satisfy the requirement of certain courses by passing proficiency examinations. Procedures for credit in such courses are as follows:

1. Student must be enrolled at St. Philip's College for the current semester and must have paid tuition and fees for that semester.
2. Student must set up a conference with the department chairperson and receive written departmental approval.
3. Student must obtain approval from the Office of Records and Registration.
4. Student must earn a grade of "C" or better to receive credit. Credit earned in this manner will not be posted on a student's transcript until the student has successfully completed three (3) semester hours in the traditional manner at the College.
5. If a student needs to apply for credit by exam after enrolling in a course, he or she must take the exam by the census date of the semester. If a student wishes to drop the course, he/she must do so before paying the credit by exam fee, and before the exam is administered. Credit by exam fee is non-refundable.
6. Student must pay examination fee to the Business Office for each course on which the applicant wishes to be tested (See Section 4 on Tuition and Fees under Nonrefundable Fees).
7. Student must take a comprehensive written examination. The exam may include prescribed performance tests.

ADVANCED PLACEMENT (AP) GUIDELINES

Not more than sixteen (16) semester hours of credit earned by advanced placement may apply toward graduation. There is no refund of fees if the applicant fails to pass either the written examination or the performance test.

AP SUBJECTS	GRADE REQUIRED TO RECEIVE CREDIT	SCORE/CLASSES CREDITED
English	3 or higher	3-5 / ENGL 1301
Government	3 or higher	3-5 / GOVT 2305
European History	3 or higher	3-4 / HIST 2311 5 / HIST 2311& 2312

United States History	3 or higher	3-4 / HIST 1301 5 / HIST 1301& 1302
Psychology	3 or higher	3-5 / PSYC 2301
Spanish	3 or higher	3-4 / SPAN 1411 5 / SPAN 1411 & 1412
French	3 or higher	3-4 / FREN 1411 5 / FREN 1411 & 1412
Art History	3 or higher	3-4 / ARTS 1303 5 / ARTS 1303 & 1304
Art Studio	3 or higher	3-5 / ARTS 1316
Music Theory	3 or higher	3-5 / MUSI 1216 & 1311
Calculus AB	3 or higher	3-5 / MATH 2413
Calculus BC	3 or higher	3-5 / MATH 2413& 2414
Computer Science A	3 or higher	3-5 / COSC 2315
Computer Science B	3 or higher	3-5 / COSC 2318
Macroeconomics	3 or higher	3-5 / ECON 2301
Microeconomics	3 or higher	3-5 / ECON 2302
Biology	3 or higher	3-5 / BIOL 1408
Chemistry	3 or higher	3-5 / CHEM 1411
Physics B	3 or higher	3-5 / PHYS 1401
Physics C	3 or higher	3-5 / PHYS 1570

The student should have the official AP score sent to the College by the AP College Board. The student will receive the college credit based on the SPC guidelines, not a grade. No more than (16) sixteen semester hours of credit may be earned by advanced placement.

CREDIT BY NON-TRADITIONAL METHODS

Persons may satisfy portions of the associate degree requirements through non-traditional modes as follows:

NON-TRADITIONAL MODE	MAXIMUM CREDIT ALLOWED
ACE Guide	32 semester hours
Advanced Placement (AP) Credit	32 semester hours
Advanced Standing Credit	16 semester hours
ASE Certification	16 semester hours
(Contact Auto. Tech. Dept. Chairperson or MMTT Chairperson for Diesel)	
CLEP and/or DANTES Subject Examinations	32 semester hours
FAA A & P License (Contact MMTT Dept.)	26 semester hours
Tech-Prep Articulated Credit (Contact applicable Applied Science Department Chairperson)	16 semester hours
USAFI courses (Relevant to program)	32 semester hours

Maximum credits allowed through above modes 32 semester hours
Minimum credits required for associate's degree 60 semester hours

Credit earned by non-traditional methods are not posted on the transcript until the student has satisfied the three (3) semester hours resident requirement. Students must earn a 50 or higher on CLEP examinations. Consult the Dean of Arts and Sciences or department chairperson in the discipline.

CREDIT BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB) APPROVED TECH PREP ARTICULATION AGREEMENT

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. All Tech Prep agreements must be approved by the Texas Higher Education Coordinating Board (THECB). It is the student's responsibility to contact the appropriate department chairperson to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chairperson with proper documentation of satisfactory completion of the secondary portion of the curriculum.

It is the responsibility of the chairperson to review the documentation provided relative to the agreement, and either approve or disapprove the credit request. The department chairperson will forward all approved requests through appropriate administrative channels to the Office of Records and Registration.

Tech Prep credits approved by the department chairperson are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

WORK EXPERIENCE CREDIT

Work experience is a viable means for earning credit at St. Philip's College. After students are admitted to the College, they should consult with their departmental academic advisors to determine which work experience may be applicable for college credit. In most cases such credit is earned through prior employment, extensive technical training in high school, trade or proprietary school, or military service. It should be remembered that students must be enrolled in the current semester for which they are applying for work experience credit.

Careful academic advising and thorough knowledge of the curricula within applied science programs and courses are vital for a student to receive the appropriate college credit for work experience. Identifying the St. Philip's College courses which clearly

match the work experience accumulated by the student remains the responsibility of the department advisor, program director, and department chairperson.

The Application for Work Experience Credit may be obtained from the department in which the student is majoring or the corresponding area dean. Before work experience credit can be awarded and posted on a student's official college transcript, final approval must be received from the department chairperson, area dean, and the Vice President of Academic Affairs. Such approval should be recorded on the Application for Work Experience Credit which must also be accompanied by all documentation and sufficient justification.