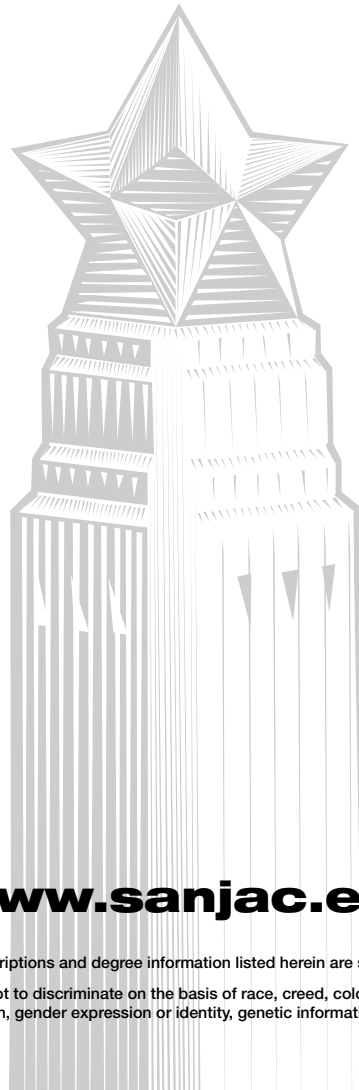


# SAN JACINTO COLLEGE

*Your Goals. Your College.*

## **2012-2013 Catalog**



**[www.sanjac.edu](http://www.sanjac.edu)**

All course descriptions and degree information listed herein are subject to change.

It is the policy of San Jacinto Community College District not to discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status.

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# San Jacinto Community College District

San Jacinto Community College District is a public community college in East Harris County, Texas, which serves a district defined by the combined areas of these independent school districts: Channelview, Deer Park, Galena Park, La Porte, Pasadena and Sheldon, as well as portions of Clear Creek and Humble.

## San Jacinto Community College District Vision, Mission, and Values

### Vision

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

### Our Mission

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

## VALUES

*Approved by the Board of Trustees on June 2, 2008*

### **Integrity: Ethical and Professional**

“We act in ways which instill confidence and trust.”

### **Excellence: In Everything We Do**

“We achieve quality results in everything we do.”

### **Accountability: It’s Up to Us**

“We take responsibility for our commitments and outcomes.”

### **Innovation: Lead the Way**

“We apply our knowledge, skill, insight, and imagination to recognize opportunities, solve problems, and recommend new solutions.”

### **Sense of Community: Caring for Those We Serve and Ourselves**

“We demonstrate genuine concern for the well-being of our students, our community and ourselves.”

### **Student Success: Our Ultimate Measure**

“We enable students to achieve their goals.”

### **Diversity: Celebrate the Differences**

“We celebrate the diversity of ideas and cultures.”

### **Collaboration: We Work Together**

“We work together for the benefit of the college.”

## Accreditation

San Jacinto Community College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4501 for questions about the status of San Jacinto Community College District.

## Equal Opportunity Statement

The San Jacinto College District is committed to equal employment opportunity without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

## Academic Calendar

Please refer to the San Jacinto College website link below for the most recent academic calendar.

[www.sanjac.edu/academic-calendar](http://www.sanjac.edu/academic-calendar)

## Quality Enhancement Plan (QEP)

San Jacinto Community College District meets the needs of its community through high-quality education. The College supports the QEP as part of its mission. QEP faculty encourage students to read their books and course materials to succeed in their classes and realize their personal and educational goals.

## Annual Security and Fire Safety Report

The San Jacinto College Community District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jac Police Department website ([www.sanjac.edu/police](http://www.sanjac.edu/police)).

A hard copy of the report is available for review at each of the three campus police departments.

Central Campus  
W.M. Newton Student Center  
8060 Spencer Highway  
Pasadena, Texas 77505

North Campus  
Slovacek Student Center  
5800 Uvalde Road  
Houston, Texas 77049

South Campus  
J.D. Bruce Student Center  
13735 Beamer Road  
Houston, Texas 7708

The website and report contain information regarding campus police and personal safety, including topics such as: College police law enforcement authority for student disciplinary procedures;

Crime Reporting Policies:  
Jeanne Clery Act  
Crime Prevention

# Admissions

## Admissions

San Jacinto College is an open admission institution, and all students are welcome. We are committed to meeting the needs of all applicants and will provide any information necessary to make sure the admissions process is a positive experience.

## Getting Started

Listed below is an overview of steps to follow to get started at San Jacinto College.

**Application-** Apply online at [www.sanjac.edu/apply](http://www.sanjac.edu/apply). There is no charge to apply.

**Veterans ONLY-** Students who plan to use VA benefits will need to visit the Veterans Center located on their campus.

**International Students ONLY-** Must see Enrollment Services to pick up the International Student Application packet.

**Placement Testing-** Meet with an educational planner/counselor to determine testing needed for enrollment. There are exemptions that can be discussed with an educational planner/counselor.

**English proficiency** is required for individuals whose native language is not English. Speak with an educational planner/counselor for additional testing requirements and a list of exempt countries.

**Transcripts-** Request all transcripts from high school and/or all colleges attended, and send/bring them unopened to an Enrollment Services office.

**GED-** verify GED completion with Enrollment Services (GED transcripts from out of state must be obtained from the state of origin by the student).

**Foreign transcripts-** documents must be evaluated by an approved evaluation agency. See enrollment services for approved list.

**Evaluation-** complete *Request for Transcript Evaluation* form for credit to transfer and/or to take courses with prerequisites.

**Orientation-** It is mandatory for all first-time-in-college students to attend orientation. Sign up for New Student Orientation through the Secure Online System (SOS) at [www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin).

### Meningitis Vaccination Required-NEW

The 82nd Texas Legislature requires that all incoming Texas college students, under the age of 30, must receive a vaccination or booster against bacterial meningitis prior to registration. The vaccine is required for all new students to San Jacinto College, and for returning San Jacinto College students who have had a break in enrollment for one or more Fall or Spring semesters. Transfer students are considered entering students. Documentation should be provided to your campus Enrollment Services Office. For additional information on this new requirement visit our website at <http://www.sanjac.edu/meningitis>.

**Academic Advising-** meet with an educational planner/counselor to discuss test results, degree plan, and course selection.

**Financial Aid and Scholarships-** Complete the FAFSA form online at [www.fafsa.gov](http://www.fafsa.gov) and contact the campus Financial Aid office with questions.

**Register and pay for classes-** Login to SOS at [www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin). Call 281-998-6150 with any questions.

**Note:** Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled Exemptions from the Success Initiative).

**Get Student ID-** Go to the campus library to get a student ID card. In order to get a parking permit or access student services, such as the library and computer centers, students will need a student ID card. The cost to replace a lost ID card is \$10.

**Get Parking Permit-** A parking permit must be displayed on each automobile parked on any SJC campus by a student or for the benefit of a student. Parking permits are available in the Business Office at no additional cost. Students will fill out a brief application and will need their vehicle license plate number. A current student ID card or state issued picture ID is required to receive a parking permit. SJC employees will need to present their SJC issued picture ID. A fine will be imposed on any student who fails to comply with parking regulations.

**Set up San Jac email address-** Go to [www.sanjac.edu](http://www.sanjac.edu) and select the email link located at the top right side of the page.

## Completing the Online Application for Admission

Applicants must complete the online application for admission. During the application process students will be asked questions about their name, home/current address, mailing address, personal information, program of study (major), date of high school graduation, previous colleges attended and degrees awarded, and residency. Students must also acknowledge that they have read and answered accurately all areas of the application.

The application must be complete and submitted before it can be processed. The application will be processed within 48 business hours after it is submitted. To be sure that the application has been received students must see the confirmation notice that appears after submitting the application. After it is processed students will receive information sent to the email address they submitted on the application. The information in the email is extremely important and students must read and comply with any instructions or requests.

Admission is invalid if granted on the basis of incorrect information or omitted facts which, if known, would have caused the applicant to be ineligible for admission.

## Transcripts for Admission

Students, not the College, are responsible for arranging the required official transcripts to be sent. Transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed from the sending institution. Transcripts are also considered official if hand carried in a sealed envelope from the institution and submitted within 60 days of issue.

Transcripts become the property of San Jacinto College and cannot be returned to the student. Transcripts will be kept on file for one year and will be destroyed if the student has not enrolled.

## Evaluation of Transcripts for Transfer Students

The College will conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities for students upon request. To request an evaluation, please contact your campus enrollment services office. All transcripts must be received and on file by the College before the Transcript Evaluation Form is submitted. When the evaluation is completed the student will be notified via their San Jac email account after which the equivalent courses may be viewed via SOS, Student Records, and Unofficial Transcript.

## Evaluation of Transcripts from Other Countries

Transcripts that reflect completed course work from colleges or universities in other countries must, at the student's expense, be subjected to analysis by a professional evaluation service. The evaluation will be reviewed by the College, and a determination will be made as to acceptance of the evaluation from that service before credit is posted. For a list of approved agencies, contact the campus enrollment services office.

**Six-Drop Limit** (See Texas Education Code (TEC) 51.907 Six-Drop Limit Provisions)

All official transcripts for students affected by the Six-Drop Limit who attended a Texas public college or university for the first time in Fall 2007 and thereafter must be submitted and reviewed prior to the first date grades are awarded and enrolled for the term to guarantee compliance with Senate Bill (SB) 1231.

**Affected Students:** Students identified during the application process as affected by SB 1231 should submit all transcripts prior to enrollment. (Students enrolling in college for the first time in Fall 2007 or thereafter). If there are students who have not submitted the required official transcripts from Texas public colleges/universities, a hold will be placed on their records that will not allow them to drop courses after the census date or register in the subsequent terms. They will not be allowed to drop until all required transcripts are received and

reviewed to determine the six-drop status. As official transcripts are received, the transcript will be reviewed for the six-drop status. When all required transcripts are received, the hold will be removed.

**Non-Affected Students:** Students who are not affected by SB 1231 must submit all transcripts needed to document TSI, or to establish appropriate skill levels. Transcripts for these students, that are not needed for these purposes, may be submitted prior to the end of the first semester of enrollment. A hold will be placed on the student's record that will not allow registration again until all transcripts are received. However, students who enroll on this basis are prohibited from enrolling this way in a subsequent term, and San Jacinto College will not honor any requests for their official transcripts. When the required transcripts are received, we will remove the hold and registration restrictions.

## Academic Fresh Start for courses at San Jacinto College

Under the provisions of TEC §51.931, an applicant for readmission may elect an Academic Fresh Start at the time of admission. An applicant who applies under this section and is admitted as a student may not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Check with the office of Enrollment Services for more detailed information.

Veterans and financial aid applicants should contact the Financial Aid office before selecting Academic Fresh Start.

## Admission Types

San Jacinto College recognizes four types of admission:

- High school graduate
- General Educational Development (GED) graduate
- College or university transfer
- Individual approval

*Note: Some programs of instruction may have special requirements in addition to those normally required for admission to the College.*

## High School Graduate

To be admitted as a high school graduate, students must submit an official high school transcript verifying the date of graduation.

## General Educational Development (GED) Graduate

To be admitted as a GED graduate, students must provide an official GED certificate (English or Spanish version) indicating that they have passed all parts of the GED.

If students have not passed all parts of the GED, they will need to see the Individual Approval section.

*\*See Testing Department for GED information.*

## College or University Transfer

Students may be admitted by transfer from another accredited college or university if they are eligible to re-enroll at the last institution attended. A transfer student must submit an official transcript from each college or university previously attended.

Students who hold a degree (associate, bachelor's, master's, or doctoral) may submit only an official transcript from the school that awarded the highest degree and an official transcript with any course work taken after the degree was received. However, if students are applying for financial aid they must submit all official transcripts. If students are using course work to satisfy course prerequisites they must submit an official transcript to document all course work.

## Transfer Academic Status

A student's academic status during the most recent term of enrollment at another college or university determines the academic status under which the student is admitted. A student in good standing at the previous school will be admitted in good standing. A student on academic probation will be admitted on academic probation and should see the Admission of Probationary and Suspended Students section. A student on academic suspension, whose suspension period is over, may be admitted on academic probation and should see the Re-enrollment After Suspension section of this catalog.

# Admissions

A transfer student who is admitted on academic probation must earn at least a 2.0 grade point average to achieve an academic status of good standing.

A transfer student on academic suspension whose suspension period has not passed should see the Transfer Students on Probation or Suspension section.

Students are responsible for knowing if their academic status entitles them to admission. If a student is not eligible to enroll but succeeds in enrolling anyway, that student may be withdrawn and have to forfeit all tuition and fees.

## Individual Approval-Not a high school graduate or currently enrolled in high school

### Unconditional Admission—Ability-to-Benefit

Students who are 18 or older and are not graduates of high school or the equivalent may be unconditionally admitted on an ability-to-benefit basis if they can prove their ability to successfully complete college courses. To prove their ability, they may take the COMPASS test and meet the minimum passing ability-to-benefit scores before they enroll. See the Ability-to-Benefit Test information in the Testing section. They must also complete all other college admission requirements.

### Conditional Admission—Extenuating Circumstances

Students who are not high school graduates, or the equivalent, will be admitted on a conditional basis for one term. Please note conditions:

1. Students must seek unconditional admission through one of the following avenues:
  - a. Enroll in appropriate college preparatory courses and retake the COMPASS test to obtain Ability-to-Benefit status. (Ability-to-Benefit status available at age 18 or older)
  - b. Take and pass all sections of the GED.
  - c. Complete high school graduation requirements.

2. Must maintain good academic standing for continued enrollment. (See the Probation and Suspension Table)
3. Must meet with an enrollment services coordinator to determine continued eligibility for enrollment

## Dual Credit/Early Admission

### Dual Credit/Early Admission (Conditional Admission Prior to High School Graduation)

San Jacinto College conditionally admits high school students and allows them to enroll concurrently in college courses. Those students must meet these conditions:

### Students Classified as Juniors and Seniors Enrolled in High School

Students who are enrolled in high school and are classified as juniors or seniors may be admitted to the college on a dual credit/early admission basis for concurrent enrollment, if they (1) submit an admission application; (2) submit a signed enrollment form from their high school principal or designee.

1. Students enrolling in a degree program must meet TSI assessment requirements. Submit THEA, COMPASS, or other state-approved alternate test scores or provide proof of exemption from the TSI test based on appropriate STAAR\*/TAKS, ACT, or SAT scores. If the student seeks enrollment in a course requiring a designated skill prerequisite, the student must submit a passing THEA, COMPASS, or other state-approved alternate test score on the section which relates to the designated skill prerequisite. If the course has no designated skill prerequisite, the student must still submit a passing score on one section of the THEA, COMPASS, or other state-approved alternate test. See the Exemptions from the Texas Success Initiative section.

2. Eleventh-grade students are also eligible to enroll in dual credit courses based on the following table.
3. Students enrolling in a waived certificate program must meet TSI assessment requirements. Submit scores from the THEA, COMPASS, or other state-approved alternate test for advisement and for compliance with skill prerequisites for courses. If the student seeks enrollment in a course requiring a designated skill prerequisite, the student must submit an appropriate test score to attain the skill level. See the Waived Certificate Programs section.

Reading and Writing	Mathematics	Implication for future enrollment using this testing method:
PLAN Composite 23+ and PLAN English 19+	PLAN Composite 23+ and PLAN Mathematics 19+ and (21+ required for College Algebra)	An eligible student who has enrolled in dual credit under the PLAN scores must demonstrate further eligibility to enroll in dual credit courses in the 12th grade.
PSAT Composite 107+ and Critical Reading 50+	PSAT Composite 107+ and PSAT Mathematics 50+ (55+ required for College Algebra)	An eligible student who has enrolled in dual credit under the PSAT scores must demonstrate further eligibility to enroll in dual credit courses in the 12th grade.
10th grade TAKS Language Arts Scale Score 2200+ and 10th grade TAKS Essay 3+	10th grade TAKS Mathematics Scale Score 2200+	An eligible student who has enrolled in dual credit under the 10th grade TAKS scores shall not be required to demonstrate further eligibility to enroll in dual credit courses in the 12th grade.

Note: The PLAN is the Pre-ACT test, just as the PSAT is the Pre-SAT test.

\*STAAR scores indicating College Readiness will be included when they are established by the Texas Higher Education Coordinating Board.



Students enrolling in a waived certificate program who were not required to take the STAAR/TAKS and have not graduated from high school may take the COMPASS test. Students must achieve at least these scores or higher in one of the three required sections:

<b>COMPASS</b>
Reading - 62
Writing-32
Pre-Algebra/Numerical Skills-25

These students are also subject to the guidelines in the Conditions of Dual Credit/Early Admission Enrollment for High School Students section.

These students are also subject to the guidelines in the Conditions of Dual Credit/Early Admission Enrollment for High School Students section.

### Conditions of Dual Credit/Early Admission Enrollment for High School Students

High school students may be admitted for dual credit/early admission enrollment under the following conditions:

1. High school students shall not be enrolled in more than two dual credit courses per term. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade point average, ACT or SAT scores or other assessment indicators) may be approved by the principal or designee of the high school and the vice president for learning at the college.
2. To continue enrollment in college-level classes, students must meet the current academic standing rules of San Jacinto Community College District. See Academic Probation and Suspension Table section.
3. Students may not enroll in courses for which they have not complied with TSI or met the course or skill prerequisites.
4. The College will release official transcripts of students admitted on an early admission basis through their expected graduation date.

After that date, the final high school transcript indicating graduation must be submitted before additional official transcripts will be released.

5. Because any form of early admission is conditional, the College may impose additional limitations and requirements.

### Students Having Less than Junior Year High School Standing

Students enrolling in a degree program must meet TSI assessment requirements. Submit THEA, COMPASS, or other state-approved alternate test scores or provide proof of exemption from the TSI test based on appropriate STAAR/TAKS, ACT, or SAT scores. If the student seeks enrollment in a course requiring a designated skill prerequisite, the student must submit a passing THEA, COMPASS, or other state-approved alternate test score on the section which relates to the designated skill prerequisite. If the course has no skill prerequisite, the student must still submit a passing score on one section of the THEA, COMPASS, or other state-approved alternate test. See the Exemptions from the Texas Success Initiative section.

## Early College Programs

### Modified Early College Academy (MECA)-North Campus

Modified Early College Academy (MECA) is an early admissions program housed at the North Campus. It is a two-year program for incoming high school juniors who take a set block of college courses (normally four) each semester, usually classified as full-time enrollment. By enrolling in additional summer, evening, online or mini terms, these students have the opportunity to earn associate of arts degrees at the same time they earn their high school diplomas.

The classes are held at San Jacinto College North from 7 a.m. to 9:50 a.m. The MECA students then return to their respective high schools for the remainder of the day to continue their experience as high school students.

Qualifications for the MECA program require that students achieve the Skill Levels of 7 in both reading and writing and 9 in math. This may be obtained through the college placement testing or by submitting qualifying 10th or 11th-grade STAAR/TAKS scores, SAT, or ACT scores. Applications for admission to San Jacinto College must be completed as well as the high school principal's signature of approval. An additional MECA application process must be completed and proof of bacterial meningitis vaccination must be submitted.

### Clear Horizons Early College High School-South Campus

Clear Horizons Early College High School (CHECHS) is a partnership between San Jacinto College and Clear Creek Independent School District (CCISD) at the South Campus. Participants in the program are chosen by a selection process established by CHECHS. Students classified as high school freshmen, sophomores, juniors, and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment.

1. Submit an admission application.
2. Submit official scores on COMPASS/THEA test.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of bacterial meningitis vaccination.

### Pasadena Early College High School-Central Campus

Pasadena Early College High School (PECHS) is a partnership between San Jacinto College and Pasadena Independent School District (PISD). PECHS is housed at Pasadena High School (PHS). Ninth and 10th grade students attend high school and college classes at PHS. Eleventh and 12th grade students attend college courses at San Jacinto College Central Campus. Participants in the program entering in their ninth grade year are chosen by a selection process established by PECHS. Students classified

# Admissions

as high school freshmen, sophomores, juniors, and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment.

1. Incoming ninth graders must submit a PECHS application prior to application deadlines.
2. Submit a San Jacinto College admission application.
3. Submit official scores on COMPASS/ THEA test.
4. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
5. Submit proof of bacterial meningitis vaccination.

Information on other dual credit programs at the Central Campus are available by contacting our office at 281.478.3628.

## High School-North Campus

Sheldon Early College High School (SECHS) is a partnership between San Jacinto College and Sheldon Independent School District (SISD). SECHS is housed at C. E. King High School. Ninth and 10th grade students attend high school and college classes at SECHS. Eleventh and 12th grade students attend college courses at San Jacinto College North Campus. Participants in the program entering in their ninth grade year are chosen by a selection process established by SECHS. Students classified as high school freshmen, sophomores, juniors, and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment

1. Incoming ninth-graders must submit a SECHS application prior to application deadlines.
2. Submit a San Jacinto College admission application.
3. Submit official scores on COMPASS/ THEA test.
4. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.

5. Submit proof of bacterial meningitis vaccination.

Information on other dual credit programs at the North Campus are available by calling 281-998-6150 ext. 7443.

## International Student Admission

### F-1 Visa Initial Applicants

San Jacinto College is authorized under federal law to enroll non-immigrant students.

International students residing outside the United States may be admitted to San Jacinto College and issued the US Citizenship and Immigration Services (USCIS) Certificate of Eligibility (Form I-20) for the F-1 Visa processing when all admission requirements have been met. To complete the admission process, students must do the following:

1. Complete online application for admission. Students should contact the enrollment services office for a nine-digit non-resident admission number to access the online application.
2. Complete application for an I-20.
3. Have all transcripts evaluated and have a secondary education that is equivalent to a U.S. high school diploma. Students must submit official secondary school records and/or college/university transcripts to be evaluated by an approved foreign transcript evaluation agency. For a list of approved agencies, contact the enrollment services office.
4. Provide proof of financial ability. Students must have a Notarized Affidavit of Support from a dependable source that will provide funds for a minimum amount of U.S. \$15,360 for the student's first year of study, and provide proof that adequate funding will be available for subsequent years. This amount increases by U.S. \$5,000 for the first dependent and U.S. \$2,500 for any additional dependents. Students are

required to submit documentation of these funds and currency exchange rates (if applicable). Documentation of scholarships and fellowships may be in the form of an official award letter and personal or family funds should be on bank letterhead stationery.

5. Provide proof of English proficiency. Students must meet requirements as listed under English Language Proficiency Requirement for Students Who are Speakers of Other Languages section in this catalog. Students meeting English language proficiency may be required to test for college readiness in reading, writing, and math, unless exempt. See section on Testing.
6. Attend mandatory F1 regulation orientation.
7. Students must register full-time for courses in a specific degree plan to maintain F1 status. A full-time course of study is 12 semester credit hour per term. Both fall and spring semesters constitute one academic year.

### F-1 Visa Holders Transfer Applicants

International students who are transferring from another United States college or university must submit the ABOVE admission documents as well as the following items:

1. Visa, passport, and I-94 card
2. All previous I-20s since initial entry into the United States
3. Completed SEVIS Transfer Release Form. Must be filled out by the International Student Counselor/ Advisor at the student's current institution
4. Official transcripts from all United States schools attended
5. Attend mandatory F1 regulation orientation.
6. All students must be counseled by the International Counselor before registration and must follow the agreed-upon degree plan.

Transfer students who are out of status must contact the International Student Counselor/DSO on the campus they wish to attend prior to admission.

Transfer students on academic suspension must apply for suspension appeal in the office of student development at the campus they wish to attend prior to admission.

Transfer students admitted on academic probation must earn at least a 2.0 GPA to maintain good academic standing.

## Admission Requirements for Individuals with other types of Visas

Students with other types of visas or non-immigrant status will be eligible for admission. To determine eligibility contact the enrollment services office. Current B1/B2 visa holders are not eligible for admission.

To be admitted, the student must submit the following items:

1. A completed online application. Contact the campus enrollment services office for a nine-digit application number.
2. Evaluated transcript. Must have a secondary education that is equivalent to a US high school diploma. Student must send official secondary school records and/or college/university transcript to be evaluated by an approved foreign transcript evaluation agency. For a list of approved agencies contact the campus enrollment services office.
3. Proof of competency in English as outlined under the English Language Proficiency Requirements section of the Catalog
4. Visa, passport, and I-94 card, or applicable proof of residency document.

All students who are enrolling for the first time will be counseled into appropriate levels of English, mathematics and reading based upon their TASP/THEA, COMPASS, or other state-approved alternate test scores.

*See the Residence Status for Tuition Purposes section to determine residency classification.*

## Admission Requirements for Non U.S. Citizens and Students with no current Visa Status

Students who are not citizens of the United States and/or do not have a valid VISA status are eligible for admission.

## English Language Proficiency Requirements for Students Who are Speakers of Other Languages

Individuals who were born outside the United States and whose native language is not English, or those who have educational credentials from other countries or American protectorates, must satisfy an English proficiency requirement as a condition of enrollment.

For admission into course work, students must document that they satisfy the English language proficiency requirement by one of the following methods:

### Test of English as a Foreign Language (TOEFL) paper test

**F1 Students:** Must submit an official minimum score of 525 to be admitted to a degree program. Students submitting scores of 330-524 must take the COMPASS ESL for placement into the ESOL program only. Students scoring below 330 are not eligible for admission.

**All other Students:** Must submit an official minimum score of 525 or above to meet English Language Proficiency. Students submitting scores below 525 must take the COMPASS ESL for placement into the ESOL program.

### Test of English as a Foreign Language (TOEFL) Internet-Based (IBT)

**F1 Students:** Must submit official minimum score of 70 or above to be admitted to a degree program. Students scoring between 16 – 69 must take the COMPASS ESL for placement into the ESOL program only. Scores below 16 are not eligible for admission.

**All other Students:** Students submitting official scores of 70 or above to meet English Language Proficiency. Scores below 70 must take the COMPASS ESL for placement into the ESOL program.

### Test of English as a Foreign Language (TOEFL) computer-based test

**F1 Students:** Must submit official minimum score of 193 or above to be admitted to a degree program. Students scoring between 53-192 must take the COMPASS ESL for placement into the ESOL program only. Scores below 53 are not eligible for admission.

**All other Students:** Students submitting official scores of 193 or above meet English Language Proficiency. Scores below 70 must take the COMPASS ESL for placement into the ESOL program.

### Michigan English Language Assessment Battery (MELAB) Test: three sections (grammar, composition, and listening)

**F1 Students:** Must submit a minimum score of 72 percent on each of the three sections above to be admitted to a degree program. Students submitting scores between 52-71 must take COMPASS ESL for placement into the ESOL program only. Students scoring below 52 are not eligible for admission.

**All other Students:** Must submit an official minimum score of 72 to meet English Language Proficiency. Students submitting scores below 72 must take the COMPASS ESL for placement into the ESOL program.

### International Language Testing System (IELTS)

**F1 Students:** Must submit a score in Band 6.0 or higher to be admitted to a degree program. Students submitting scores in the 3.0-5.5 Band must take COMPASS ESL for placement into the ESOL program only. Students scoring below the 3.0 Band are not eligible for admission.

# Admissions/Testing

**All other Students:** Must submit a score in Band 6.0 or above to meet English Language Proficiency. Students submitting scores below 6.0 must take the COMPASS ESL for placement into the ESOL program.

*NOTE: Students who score below the ESOL levels can improve their English through the non-credit ESL program which is taught through our Continuing & Professional Development division. This option is not available to F1 applicants.*

## Waiver from ESOL Testing

- Submit an official transcript documenting at least two years in attendance and graduation from an accredited high school in the United States;
- Submit passing scores on all parts of the English version of the General Educational Development (GED) examination;
- Submit an official transcript from an accredited college or university in the United States indicating that a college-level English course has been taken and passed. Successful completion of college-level courses in areas other than English may be considered by the Enrollment Services Coordinator as satisfying the English proficiency requirement.
- Submit other documentation to the Enrollment Services Coordinator that would clearly indicate that the English language requirement has been met.

*Note: A waiver of this requirement is extended (but not limited) to native students of the following countries: Australia, Bahamas, Bermuda, Belize, Botswana, Cameroon, English-speaking Canadian provinces, Cayman Islands, Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago-Trinidad, United Kingdom, Virgin Islands, West Indies, Zambia and Zimbabwe.*

**F1 Students:** F1 students required to enroll in the ESOL Program cannot fulfill the English Language Proficiency requirement by enrolling in Continuing and Professional Development (CPD) ESL/ESOL courses.

## English for Speakers of Other Languages (ESOL) Program

The ESOL program is a credit program of developmental study designed to prepare non-English speakers for admission to college-level work.

The ESOL Program does not fall under the provisions of the TSI. In order to move from the ESOL developmental program and to enroll in college-credit courses, students must have the recommendation of the ESOL program director and/or must document that they have met the English language proficiency requirement. See the section titled English Language Proficiency Requirement for Students Who are Speakers of other Languages. F1 students cannot enroll in Continuing & Professional Development (CPD) ESL/ESOL courses to fulfill English language proficiency.

## COMPASS-ESL Testing Requirement

To be admitted to the ESOL program, all students must obtain the required minimum score of 35 in the reading section, 36 in the grammar/writing section, and 42 in the listening section of the COMPASS-ESL placement test and meet the requirements for one of the following types of admission. Students who cannot submit the minimum passing scores on one or two sections of the COMPASS-ESL test may be admitted into the non-credit ESL courses sponsored through the Continuing & Professional Development Office. Upon recommendation of the ESL program director, students may retest on the COMPASS-ESL and reapply for admission to the ESOL program.

## ESOL Program Admission Types

There are three types of admission into the credit ESOL program.

### High School Graduation or the Equivalent

Students whose native language is not English and who have graduated from high schools outside the United States, or who have taken and passed all parts of any foreign language version of the GED test, are eligible for unconditional admission only into the ESOL program if they provide documentation of high school graduation or the equivalent and if they meet the COMPASS-ESL testing requirement.

### Ability-to-Benefit Test (students who are not high school graduates or the equivalent and are 18 years old)

Students whose native language does not include English, who have not graduated from high school, or have not taken and passed all parts of any foreign language version of the GED test, are eligible for unconditional admission only into the ESOL program as ability-to-benefit students. These students must submit a minimum score of 35 in the reading section, 36 in the grammar/writing section, and 42 in the listening section of the COMPASS-ESL placement test.

### College or University Transfer Students

Students transferring to San Jacinto College from other colleges and universities, whose native language is not English, must document that they have met the English language proficiency requirements. Students who do not meet the English Proficiency Requirements are eligible for admission only to the ESOL program if they meet the COMPASS-ESL testing requirements.

## Testing

The purpose of the San Jacinto College Testing Centers are to support the enrollment services division by accurately administering, reporting and storing confidential student assessment records and to provide a clean, fair, comfortable, and safe testing environment for all San Jacinto College students taking institutional exams, as well as community members taking correspondence, state and national exams; including but not limited to COMPASS ATB, COMPASS/ESL, THEA, SAT, ACT, GED, CLEP, correspondence and distance learning computerized exams.

Please visit the student development office or enrollment services to receive a Testing Request Form.

Testing Centers: 281. 998.6150

Central Campus:  
Room C3.133

North Campus:  
Room N6.220

South Campus:  
Room S6.220

## THEA

The Texas Higher Education Assessment (THEA) Test is the only assessment developed specifically to evaluate the readiness of students for college-level course work in Texas. It was developed by Evaluation Systems through a rigorous review and approval process supported by skilled and experienced Texas educators. All THEA Test questions have been reviewed by committees of Texas educators to ensure content accuracy and to prevent potential bias.

The THEA Test is offered in the following testing formats:

### THEA Internet-based test (IBT)

Test consists of three sections: reading, mathematics, and writing. Each section of the THEA Test is designed to measure a student's academic skill against an established standard of competence. A student's score on each section of the test is based on his or her performance in relation to the skills being tested. Scores are not related to how well other students have performed on the same section.

The THEA Internet-based test (IBT) assesses the same skills as the standard THEA test, but it is taken on a computer instead of on paper. It is offered at several designated institutions. Students at one of these institutions may be eligible to take the THEA IBT. Students will need to complete the Test Request Form, pay \$19 to the Business Office for the test, and bring two forms of identification to the Testing Center.

### THEA Quick Test (North and Central Campus only)

The THEA Quick Test is the same as the THEA paper-and-pencil test and is offered by many colleges, universities, and high schools on a schedule determined by the institution. Consult with an educational planner/counselor to determine whether the THEA Quick Test is an option. Official score reports for all sections are mailed to students within one week after the answer document is received. Once students have taken the THEA Quick Test, they must wait 30 days before retaking it.

The THEA Quick Test is comprised of three sections:

**Math:** The math section consists of approximately 50 multiple-choice questions covering four general areas: fundamental mathematics, algebra, geometry, and problem solving. The test questions focus on a student's ability to perform mathematical operations and solve problems. Appropriate formulas will be provided to help students perform some of the calculations required by the test questions. Students may use a four-function (+, -, ×, ÷) non-programmable calculator (with square root [ $\sqrt{\quad}$ ] and percent [%] keys).

**Reading:** The reading section consists of approximately 40 multiple-choice questions matched to about seven reading selections of 300 to 750 words each. The selections represent a variety of subject areas and are similar to reading materials (e.g., textbooks, manuals) that students are likely to encounter during their first year of college. Students will be asked to answer several multiple-choice questions about each reading selection.

**Writing:** The writing section contains two subsections: a writing sample requiring students to demonstrate their ability to communicate effectively in writing on a given topic and a multiple-choice subsection including approximately 40 questions assessing students' ability to recognize various elements of effective writing. Students are asked to prepare a multiple-paragraph writing sample of about 300 to 600 words on an assigned topic. Students' writing samples are scored on the basis of how effectively they communicate a whole message to a specified audience for a stated purpose. Students will be assessed on their ability to express, organize, and support opinions and ideas, rather than on the position they express.

The cost of the THEA test is \$29 and \$39 for the THEA Quick test. Please contact the campus to receive the testing schedule.

### Ability-to-Benefit Test Information

COMPASS testing is offered to individuals who seek Ability-to-Benefit status or need ESL testing and are planning to attend San Jacinto College. San Jacinto College uses the COMPASS test for English speakers and speakers of other languages who meet the

English language proficiency requirement and plan to enroll in college-level programs. Different tests are offered at other colleges, such as the ASSET test. For a complete list, see the federal registry.

Please visit the educational planning office or enrollment services to receive a Testing Request Form. The cost of the test is included in tuition and fees. Students will take an adaptive (level of difficulty based on previous responses) exam which will measure their skills in the areas of mathematics, reading and writing or English learning, reading and listening skills. The total time for the COMPASS test is typically 2.5 to 3 hours, but actual testing time will depend on the student. COMPASS is administered on the computer and is not timed.

**Mathematics:** This portion of the COMPASS test allows the use of a calculator. There is a drop-down calculator built into the COMPASS program or students may use their own calculator. To access the scientific calculator, click "view" and change from the basic to scientific version. The use of a graphing calculator is prohibited. Scratch paper and pencils are provided in the test center for students to make written calculations, if they desire. This portion of COMPASS is not timed.

**Reading and Writing Skills:** As students complete each section, they should remember that they may page forward through the test but they cannot page backward. It is important to answer all the questions. These portions of the COMPASS test are not timed.

**Essay:** Students will receive a topic and will be asked to write 300 to 600 words on that topic. Read the essay/composition instructions carefully. Students will be allowed one hour (1 hr.) to complete this portion of the exam. Scratch paper is provided for students to make notes, an outline, or draft their essay prior to typing the essay.

**Advising of COMPASS Scores:** Scores are typically ready within 24 hours of testing. The testing center cannot advise students of their scores. Students must visit the educational planning office in person, not over the phone, in order to find out their scores.

# Testing

Students must achieve these scores in the three required sections:

<b>COMPASS</b> Reading - 62	<b>ASSET</b> Reading - 35
<b>COMPASS</b> Writing - 32	<b>ASSET</b> Writing - 35
<b>COMPASS</b> Pre-Algebra/ Numerical Skills - 25	<b>ASSET</b> Numerical - 33

## ESL Testing

The COMPASS-ESL is used only for admission into the English for Speakers of Other Languages (ESOL) credit program. The College administers this test to speakers of other languages who do not meet the English language proficiency requirement and who seek admission only into the ESOL program.

COMPASS - ESL PLACEMENT CHART		
Students who scored 34 or below in all three sections must take ESL through Continuing and Professional Development. Information on the chart is subject to change.		
READING		
35-64	ESOL 0321	Introductory Reading
65-80	ESOL 0322	Intermediate Reading
81-91	ESOL 0323	Advanced Reading
GRAMMAR/WRITING (one score-two classes)		
36-60	ESOL 0331 and ESOL 0351	Introductory Writing and Grammar and Introduction to Developmental Composition for Non-native Speakers
61-80	ESOL 0332 and ESOL 0352	Intermediate Writing and Grammar and Intermediate Developmental Composition for Non-native Speakers

COMPASS - ESL PLACEMENT CHART		
81-93	ESOL 0333 and ESOL 0353	Advanced Writing and Grammar and Advanced to Developmental Composition for Non-native Speakers
LISTENING		
42-66	ESOL 0311	Introductory Listening and Speaking
67-85	ESOL 0312	Intermediate Listening and Speaking
86-91	ESOL 0313	Advanced Listening and Speaking

## General Educational Development or GED

The GED test consists of five separately timed tests that cover five main areas of high school study. These tests are:

**Mathematics (Test 1):** This test contains questions about general math, geometry, and elementary algebra. TIME LIMIT IS 90 MINUTES, which is divided into two (2) 45 MINUTES SECTIONS.

**Language Arts Writing Skills (Test 2):** This test contains questions about spelling, capitalization, punctuation, logic, organization, usage, and sentence structure. TIME LIMIT IS 2 HOURS, which is divided into 2 parts: 75 MINUTES for the Objective portion and 45 MINUTES for the essay.

**Science (Test 3):** This test has two parts. The first part contains questions based on general concepts in science. The second part contains several reading passages. Each passage is followed by a number of multiple choice questions related to its content. TIME LIMIT IS 80 MINUTES.

**Social Studies (Test 4):** This test contains questions based on maps, graphs, charts, cartoons and short reading passages related to social studies. TIME LIMIT IS 70 MINUTES.

**Language Arts Reading Skills (Test 5):** This test contains various kinds of reading materials. Most questions follow a selection, which may be from a literary work, newspaper, magazine, recipe, etc. TIME LIMIT IS 65 MINUTES.

The cost for the GED is \$80 for the first-time tester. For retesters the fee is \$10 per subject. Please contact a campus for the testing schedule by calling the call center at 281.998.6150 or view [www.sanjac.edu/testing](http://www.sanjac.edu/testing).

## Placement Chart

<b>INFORMATION IN THIS CHART IS SUBJECT TO CHANGE</b>					
All students, unless otherwise exempt, must have taken the THEA Test or other state-approved assessment test before enrolling for classes. The scores on the approved placement tests will determine skill level assignment. The skill levels will determine the college preparatory courses that must be completed with a grade of "C" or better to progress to the next level or to become college-ready.					
<b>MATHEMATICS</b>					
THEA Test Taken 9/16/95 or After	COMPASS Algebra Test	ASSET		Skill Level	Required College Preparatory Course
100-205	0-22	Elementary Algebra Test 23-29	Intermediate Algebra Test N/A	4	MATH 0304
206-229	23-38	30-37	N/A	6	MATH 0305
230-269	39-65	38-55	N/A	7	MATH 0306 OR MATH 1333 college preparatory not required
270 and above	66-100	38-55	43-55	9	MATH 1314, MATH 1332 college preparatory not needed
<b>READING</b>					
THEA	COMPASS	ASSET		Skill Level	Required College Preparatory Course
0-164	0-32	23-28		2	See Reading and Writing Chart below
165-200	33-63	29-34		4	See Reading and Writing Chart below
201-229	64-80	35-40		6	See Reading and Writing Chart below
230 and above	81-100	41-53		7	College preparatory not needed
<b>WRITING</b>					
THEA	COMPASS	ASSET	*Essay	Skill Level	Required College Preparatory Course
0-204	0-43 N/A	23-34 N/A	3-5 1-2	4	See Reading and Writing Chart below
205-219	44-58 44+	35-39 35+	5 3-4	6	See Reading and Writing Chart below
220-300	59+ N/A	40+ N/A	5 6-8	7	See Reading and Writing Chart below
* Essay score range is the same for all tests.					
Reading Skill Levels	Skill Level Progression	Writing Skill Levels	Skill Level Progression	Required College Preparatory Course	Possible Enrollment on advice of Instructor
2		4	4	READ 0308	ENGL 0306
2		6	6	READ 0308	ENGL 0306
2		7	7	READ 0308	ENGL 0306
4		4	4	INRW 0301	
4		6	6	INRW 0301	
4		7	7	INRW 0301	
6		4	4	INRW 0302	
6		6	6	INRW 0302	
6		7	7	INRW 0302	
7		4	4	INRW 0302	
7		6	6	INRW 0302	
7		7	7	No College Preparatory Required	
College Student Success/Learning Framework Course Requirement Students who have never attended college or who have completed fewer than 11 college credit hours must enroll in the designated Student Success Course					
TSI Placement				Must Take	
Not college-ready in Reading and/or Writing				GUST 0305	
Not college-ready in Math only				GUST 0305 or EDUC 1300 or PSYC 1300	
College-ready in all areas				EDUC 1300 or PSYC 1300	

## Texas Success Initiative

### Texas Success Initiative (TSI) College Preparatory

The Texas Success Initiative (TSI) became effective Sept. 1, 2003. This initiative replaces the Texas Academic Skills Program (TASP).

The Texas Success Initiative requires that incoming students, unless exempt, be assessed for college readiness in the areas of reading, mathematics, and writing. The assessment instrument used at San Jacinto College is the THEA Internet-based Test (IBT). This initiative further requires that students who do not meet the passing standard of an area of the assessment are not allowed to enroll in college-level classes requiring skills in the unmet area until those college readiness skills are met. Students can meet the skills requirement by completing the sequence of college preparatory courses for that area or by passing a retest of the assessment instrument. Students should meet with an educational planner/counselor to develop their individual college preparatory education plan which will include: when college preparatory studies must begin, the sequence of required college preparatory courses, possible required retesting, study skills, and other options for developing college readiness.

The placement chart, published in this catalog, indicates the various skills prerequisite levels, their corresponding score ranges on the placement tests and either the college preparatory courses in which students must enroll or the college-level English or mathematics courses in which they may enroll if they meet the skill level requirement. The placement chart also indicates the college preparatory course sequence for each skill area.

### College Preparatory Courses

#### Students Who Enrolled in College Prior to Fall 2010

The college preparatory program provides a path for students who are not college-ready. This is based on a TSI assessment to reach college readiness. It is the

College's policy that students who are not college-ready in an area(s) must begin college preparatory courses at their first enrollment and must continue enrolling in at least one college preparatory class each semester until they are college-ready in all areas.

#### Students Enrolling in College for the First Time Fall 2010 or Thereafter

The following rules must be followed by students when enrolling in college preparatory courses:

1. A student who is not college-ready in reading must first enroll in the required college preparatory reading course. If the student enrolls in a second course, it must be GUST 0305, College Student Success. The student can then enroll in other courses for which he or she has met the required skills/course prerequisites.
2. A student who is college-ready in reading, but is not college-ready in either writing or mathematics, or both, must first enroll in the required college preparatory course in either area. If the student enrolls in a second course, it must be GUST 0305. The student can then enroll in other courses for which he or she has met the required skills/course prerequisites.
3. Students must begin college preparatory courses at their first enrollment and must continue enrolling in at least one college preparatory class each semester until they are college-ready in all areas.

#### Exemptions from the Success Initiative

Students are exempt from the provisions of the Success Initiative if they have met one of the following conditions:

- Have graduated with an associate degree or higher from a regionally accredited institution of higher education
- Are serving on active duty as a member of the Armed Forces of the United States, in the Texas National Guard, or as a member of a Reserves unit of the Armed Forces of the United States and have been serving

for at least three years preceding enrollment; or have been honorably discharged, retired, or released on or after Aug. 1, 1990.

- Have previously met TASP requirements or were exempt from the TASP
- ACT composite score of 23 or higher with individual mathematics and English scores of no less than 19. Scores are valid for five years from the date of testing. Scores on a residual ACT are not acceptable for TSI exemption. A mathematics score of 21 or higher is required to qualify for enrollment in college algebra.
- SAT composite score of 1070 or higher with verbal and mathematics scores of no less than 500. Scores are valid for five years from the date of testing. A mathematics score of 550 or higher is required to qualify for enrollment in college algebra
- Exit-level TAKS mathematics score of 2200 or higher and a language arts score of 2200 or higher with an essay score of 3 or higher. Scores are valid for three years from the date of testing.
- Transfer from a regionally accredited institution of higher education and have satisfactorily (with a grade of D or higher) completed college-level course work related to a skill area(s). Students who have not completed course work related to all skill areas must be assessed in the unmet area(s) and must participate in college preparatory studies if the area(s) is not met on the test.
- Have attended any regionally accredited institution of higher education and have been determined to have met readiness standards by that institution. This includes passing scores on an approved assessment instrument, a previous determination of college readiness (exemption) under the TASP or the completion (with grades of C or higher) of college preparatory studies at that institution.



## Partial Exemption Based on SAT, ACT, TAKS

Students who do not meet the all-area exemption standard on one of the above tests are considered to be exempt in the individual areas where the composite and area standard is met. Partial exemptions based on the SAT, ACT, or exit-level TAKS are as follows:

Reading and Writing	Mathematics
ACT Composite 23+ and ACT English 19+	ACT Composite 23+ and ACT Mathematics 19+ (21+ required for college algebra)
SAT Composite 1070+ and Verbal (Critical Reading) 500+	SAT Composite 1070+ and Mathematics 500+ (550+ required for college algebra)
TAKS Language Arts 2200+ and Essay of 3+	TAKS mathematics 2200+

Students who are partially exempt based on the ACT, SAT, or TAKS must test for TSI purposes in the areas where they are not exempt prior to enrolling for any courses.

## Waived Certificate Programs

Students who enroll in a waived certificate program (certificate of technology, occupational certificate, or marketable skills achievement award) are not exempt from required assessment, but are waived from required college preparatory studies while enrolled in their waived program. However, they are restricted to enrollment in only those courses within the waived program.

## TSI Requirements Deferred for Students Who are not Seeking a Degree or Certificate

Students who declare that they are not seeking a degree or certificate may defer both the required assessment (testing) and college preparatory education provisions of the TSI. However, they may accumulate no more than 15 term hours of college-level credit while they delay these provisions. Once students have earned 15 college-level credit hours, they must meet all TSI re-

quirements. To delay assessment and college preparatory studies, students must meet with an educational planner/counselor to declare that they are not seeking a degree or certificate and be assigned the appropriate status. Students with this status must meet all course skill prerequisites, thus assessment may be required. Students in this non-degree seeking status are not eligible for state or federal financial aid.

## Skills Prerequisites

Many courses, including those in waived certificate programs, have minimum levels of skill in reading, writing and/or mathematics stipulated as prerequisites. These prerequisites constitute conditions of enrollment for all students coming under the provisions of the TSI and cannot be waived. They are stated in terms of numerical levels, which correspond with certain ranges of scores on the placement tests. To satisfy a course skills prerequisite, students must score within the range of scores corresponding to the indicated level.

## Advising - College Preparatory Studies

Advising on college preparatory education and degree or certificate program options is always available to students at San Jacinto College. At certain times advising is required. Entering students who are not exempt, and who have not met TSI testing requirements, must see an educational planner/counselor or enrollment advisor to determine if they must take an assessment test and to obtain a Testing Referral Form.

## Meeting the Requirements of the Texas Success Initiative

Students must have demonstrated college readiness (area by area) prior to being allowed to enroll in college-level courses with an area skill requirement. College readiness is demonstrated by prior college-level course work with a grade of D or higher, passing an approved assessment instrument (test) or successful completion, with a grade of C or higher, or college preparatory course work. Once a Success Initiative area is met, students are not required to further retest unless they are seeking entrance into a program of study that requires passing a test for TSI purposes.

## Student Initiated Withdrawal from Required College Preparatory Studies

Students enrolled in college preparatory studies may, under certain exceptional circumstances and for one term only, withdraw from one required college preparatory course, but must meet with an educational planner/counselor to discuss their individual college preparatory education program. This conference should explore the consequences of withdrawing, such as delayed college readiness, restriction from college-level courses with required skill prerequisites, delayed entry into programs of study requiring certain skill levels, and other factors affecting the student's educational objectives. If the educational planner/counselor approves the withdrawal, it will be sent to the enrollment services office for processing. Students are required to continue with their college preparatory studies program at their next registration and will not be permitted to subsequently withdraw from required college preparatory studies.

## Retesting

Enrolled students may retest once each term on the placement test during the retesting window. The dates of the retesting window can be obtained from the counseling or testing centers. Students who wish to retest must first visit with an educational planner/counselor to obtain a Testing Referral Form, and then pay the testing fee in the business office. Students must take their signed retesting form and paid receipt with them to the testing center.

## Student Success Initiative

San Jacinto College is committed to our student's success. The Learning Framework course, EDUC 1300 or PSYC 1300, is a 3-credit hour, college level, transferable student success course. This course is designed to provide students with the academic and personal skills needed for college success.

## Students Enrolling in College for the first time Fall 2012 or Thereafter

The following rules must be followed by students when enrolling at San Jacinto College:

1. A student who has met TSI standards and is college-ready in math, reading, and writing must enroll in a Learning Framework course, either EDUC 1300 or PSYC 1300.
2. A student who has met TSI standards and is college-ready in reading and writing, but has not met TSI standards and is not college ready in math, must enroll in either the College Student Success course, GUST 0305, or a Learning Framework course, EDUC 1300 or PSYC 1300.
3. A student who transfers to San Jacinto College with fewer than 11 hours of college level credit will be required to enroll in GUST 0305, EDUC 1300, or PSYC 1300.
4. Students must enroll in the Learning Framework course before enrolling in their 10th college-level credit hour.
5. Students who do not successfully complete the Learning Framework course will be required to re-enroll in the course the following semester.

## Exceptions to the Learning Framework Requirement

Students are waived from the required Learning Framework course if they meet one of the following conditions:

1. A student who is in a TSI-waived certificate program.
2. A student who is classified as a casual student.
3. A student who is enrolling during the summer between graduating from high school and attending a four-year institution the following fall semester.

## Educational Planning and Counseling

Educational planning and counseling provides comprehensive services to help students with educational planning, career and personal development, and short-term personal counseling.

Educational planning is a conference between the student and an educational planner/counselor about the student's academic goals and provides an opportunity for students to create an educational plan.

Career and Personal Development promotes an opportunity for students to explore their personality, interests, and values, which are important factors in choosing a career. In addition, DISCOVER and DO WHAT YOU ARE systems offer state-of-the-art programs to explore careers. Professional counselors are available to help students evaluate the results of these computer-based guidance systems.

Short-term personal counseling is available to assist students in dealing with personal issues such as transition to college, study skills, family issues, and referrals to social services in the community.

## First Year Experience

The mission of First Year Experience (FYE) is to provide quality programming, support services, and resources to facilitate a seamless transition for first-year students. Through specifically-designed events and communication, FYE promotes student development, persistence, and academic success.

The First Year Experience office plans and coordinates campus and online mandatory New Student Orientation (NSO) before each Fall, Spring, and Summer term. The purpose of NSO is to foster student success, establish social and academic connections, introduce college resources, and engage students in the San Jacinto College culture in a fun, supportive environment.

New Student Orientation sessions include an opportunity for incoming students to ask questions, tour the campus, and meet faculty, staff, and students. Students are required to register for New Student Ori-

entation through SOS prior to attending a session. Limited space is available at each session.

The FYE office facilitates the FYE Calling Campaign. Student peers contact first-time-in-college students at strategic time periods during the semester to relay critical information to promote their success at the College.

First Year Experience events are sponsored each month to encourage new student participation in campus activities, support the academic mission of the College, and connect first-year students to their campus community. First-year students can find out about campus events and get useful tips and information through the FYE newsletter, sent via email, at the beginning of each month.

## Registration

### Web Registration-Secure Online System (SOS)

The online registration system is Secure Online System (SOS). Once students have been admitted, they may access SOS.

Web registration is available at [www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin).

Students who have completed orientation and have been admitted/re-admitted, or continuing students, may access web registration. Dual credit students will need to see the dual credit coordinator or their high school counselor for registration.

The following steps will give students access to the Secure Online System (SOS):

1. Visit the San Jacinto College website at [www.sanjac.edu](http://www.sanjac.edu), select MySanJac, and see the Secure Online System (SOS) login.
2. To login, enter your generated ID number, which is a capital G with the assigned eight digit number.
3. Enter the six-digit PIN that was provided during the admission process.
4. Select My Registration and follow the system prompts.
5. Select the term in which you want to enroll. There are multiple terms available.

6. Select Step 5, register for classes. You may search by subject, campus, and class times, or you may simply enter the CRN numbers for desired classes. Select Submit Changes to save the requested classes or to determine if there are registration restrictions. When the schedule is correct, select the View My Schedule link at the bottom of the page to have the system calculate the tuition and fees due. Submitting changes will add charges if classes have started.
7. Select View Fee Assessment, and then select Student Account Suite button. Refer to the Registration and Payment Schedule for payment deadlines.
8. Be sure to print your schedule and/or payment confirmation before you exit SOS and carefully check that it is correct. Late changes result in additional charges. Students who change their minds about one or more courses should drop the unwanted classes prior to the first day of class to ensure a 100 percent refund of charges. Once a student has registered and paid, he/she is officially enrolled and subject to college regulations concerning withdrawal and refunds. This will not relieve the student of legal financial obligations for his/her enrollment nor does it constitute withdrawal from classes.

In addition to registration, other services available in SOS are:

- Request official transcripts
  - Complete degree evaluations
  - View financial aid information
  - View personal information
  - Change PIN
- Check registration status
  - Display class schedule
  - Add or drop classes
  - View changes and make payments by credit, check or Installment Payment Plan by credit card
  - View holds
  - Request official transcript
  - Display grades and print unofficial transcripts

## Course Finder

Course Finder is an online tool to help students build a possible schedule. If students use it to look up information, they must remember to login to SOS to register for classes.

## Schedule Disclaimer

The College will determine the times and locations of classes, as well as the minimum and maximum enrollment per class. The College reserves the right to cancel classes, change instructors and otherwise alter the schedule. There is no charge for schedule changes due to canceled classes. To replace a canceled class, the student should make changes during the time designated in the Schedule of Classes.

## Course Load

A regular course load during a Fall or Spring term is 15 to 17 term hours or five courses, excluding physical education, choir, or band. The maximum course load during 16 weeks is 18 hours. Only exceptional students may, with the approval of the vice president for learning, enroll for additional term hours of credit. The maximum course load permitted during both Summer sessions is 14 term hours or seven term hours per summer five-week part of term. The maximum load in a three-week mini session is three term hours.

Working students should consider the number of term hours they take in relation to the number of hours they work per week. It is unrealistic for students employed full-time to enroll in college full-time. Students achieve full-time status when they enroll for 12 or more term hours in a full term or Summer session. A useful guideline is that students should spend at least two hours studying for every hour they spend in the classroom. For example, a student taking 15 term hours assumes the responsibility for a minimum of 45 hours per week, 15 hours in class and 30 hours studying. The College reserves the right to limit the number of term hours that working students may attempt.

The second digit of a course number indicates the credit hours associated with that course.

## Parts of Term

The terms include a traditional “full” term of 16 weeks (Fall and Spring) or 11 weeks (Summer), as well as multiple shorter “parts-of-term” which are provided to enable students to enroll in courses throughout the year. For example, the Spring term includes a 16-week session, a 14-week “weekend” session, two overlapping 12-week sessions, two eight-week sessions, a six-week/10-week combination and four four-week sessions. Students should register for the entire term at one time so that all tuition and fees can be included in Installment Payment Plans (IPP). The various parts of term provide significant flexibility for scheduling and increase the opportunities for enrolling at times other than the start of the full term. Following the start of the term, the Web system is open for adding classes in those parts of term that have not yet started.

## University Transfer

Students planning to transfer to a senior college or university should select courses according to the curriculum requirements of the institution they plan to attend. Students should contact a college educational planner/counselor for help in selecting courses.

Students not planning to transfer may select courses according to associate degree, certificate requirements or personal preference.

## Concurrent Enrollment

The total number of term hours taken by a student concurrently enrolled at San Jacinto College and another college or university may not exceed that allowed by College regulations (see Course Load).

## Prerequisites or Co-requisites

Some course descriptions stipulate that students must earn credit for certain course prerequisites before they can register for that course. Prerequisites help assure that students have sufficient background in the subject to succeed in the course.

# Registration

A co-requisite is a notation in a course description indicating that a student who enrolls in the course must also enroll concurrently in the listed co-requisite course unless that course has already been completed with a passing grade.

Minimum placement test scores in reading, writing and/or mathematics skills are prerequisites for virtually every academic and college preparatory course. These prerequisites constitute a condition of enrollment in these courses for all students and cannot be waived. Course descriptions in the Catalog will indicate which courses have such prerequisites.

Under special circumstances the department chairman may allow a student to register for a course without the required prerequisite or co-requisite. A waiver of the required prerequisite or co-requisite does not affect degree requirements. Students who have been granted a waiver may earn needed credit through course substitution or credit by examination. Although students may receive credit toward graduation at San Jacinto College, if prerequisites are waived for certain courses, another college may not allow credit for such courses. If students do not follow prerequisite/co-requisite requirements, the College may withdraw them from the course.

## Repetition of Courses

If a student repeats a course for which credit has previously been received, the higher grade is the grade of record. Neither the hours nor the grade points associated with the lower grade will be used in transcript Grade Point Average (GPA) calculations; however, the lower grade will remain on the student's transcript permanently and will be included in calculations of financial aid eligibility.

A few courses may be repeated for credit. These exceptions are noted in the course descriptions found in this catalog. Students planning to transfer should check with the receiving institution concerning policy for enrollment services GPA calculations for repeated courses.

## Schedule Changes

Students may change their schedules by dropping and/or adding course sections only during designated periods. A student may drop a course or withdraw from all courses within the published time period during the term. There is no additional charge for course changes prior to the first day of the term or part of term. The student should initiate the drop online. The Academic Calendar and the refund schedule list deadline dates and refund amounts. If the student is unable to drop online or in person, he/she must request withdrawal in writing to the enrollment services office with signature and picture identification. The date the enrollment services office receives a fax or letter request is the official date of withdrawal, regardless of the last date of class attendance. Students enrolled in college preparatory courses must drop courses in person.

## Class Change Fees

Students can make changes to their class schedule without a fee prior to the published start date of the term/part of term. Students changing classes or sections resulting in dropping classes or sections on or after the start date will be assessed charges equal to 30 percent of the tuition for each dropped section in accordance with the state refund schedule.

## Dropping Courses

A student who wishes to drop a course must do so online using SOS, or by visiting the enrollment services, or educational planning office. Simply informing the instructor of the intent to drop is not sufficient. The student is responsible for dropping officially from a course. A student may not drop after the last published drop date or receive a grade of W. Students may not attend any class from which they have dropped.

Students enrolled in preparatory courses need to meet with an educational planner/counselor before dropping courses.

Drop requests become official and effective the date entered in SOS or received in the enrollment services office in writing with a signature and photo identification. The College will not honor requests received

after published drop deadlines.

Students who make class changes online should print and retain verification of their schedule changes in case questions arise later about refunds or transcript records.

## Complete Withdrawal from College or Dropping All Courses

Dropping all courses for the term at the same time constitutes the intent to officially withdraw from the College. Additionally, when students officially withdraw or do not withdraw from the College but drop individual courses, when the last course is dropped, the College requires that the student return all College-owned property and pay all outstanding debts of tuition, fees, and fines. San Jacinto College does not issue official transcripts for students who have outstanding debts or unreturned College property.

## Withdrawal Deadlines

The College website states the deadlines for submitting withdrawal forms to the enrollment services office to receive an automatic grade of W or WL. As mandated by the Texas Higher Education Coordinating Board, the withdrawal deadline is determined at approximately the 75 percent point of the course. Students should check the College website to determine the correct date for specific courses. After the deadline the College does not permit withdrawal with a grade of W or WL and students will receive a grade of A, B, C, D, F, FX, I, or NG.

## Six-Drop Limit Provisions (TEC 51.907)

Students who enrolled as entering freshmen or first-time-in-college (FTIC) students during the Fall 2007 and thereafter, are subject to the provisions of the Six-Drop Limit. This limits the total number of drops of an affected student to six. These six include all drops from all Texas public colleges or universities. The drops a student has at San Jacinto College that are within the six-drop limit will be identified with a grade of WL. An affected student may only have six grades the equivalent of WL from all Texas public colleges and universities attended. The number of drops included in the limit from transfer institutions will be indicated on the transcript sent to San Ja-

cinto College. After the student has received six grades the equivalent of WL in total, the student will not be allowed to drop any additional courses and must receive grades of A, B, C, D, or F in the courses.

Students who remain enrolled in the course on or after the official census date of the course will be awarded a grade on the transcript. Courses dropped prior to the census date for that course will not count in the six-drop limit since courses dropped prior to the census date are not awarded a grade of W or WL. (The official census date varies according to the length of the course. If students attempt to drop the course over the SOS self service system, and the drop option is W3, W4, or W5, these drops will result in a grade of WL on the transcript for affected students.)

San Jacinto College will consider the following situations as constituting an approved blanket exemption from the six-drop limit for affected students.

Grades of W in all college preparatory courses (MATH 0304, 0305, 0306, READ 0311, 0308, 0309, 0310, ENGL 0306, 0307, 0308, DEVS 0305, ESOL 0311, 0312, 0313, 0321, 0322, 0323, 0331, 0332, 0333, 0341, 0342, 0351, 0352, 0353, GUST 0305 and any other course developed with a "0" zero in the first digit of the course number).

All grades of W received for all courses taken by dual credit/early admission students received prior to high school graduation even if taken after Fall 2007.

All grades of W received when the student's intent was to "withdraw" from the institution. To meet the requirement for "withdrawing from the institution" the student must drop all courses for all parts of term on the same date. This applies to drops after the official census date. The term is viewed in totality and not by part of term. The student must inform the enrollment services office of their intent to withdraw.

San Jacinto College will notify by email all new first-time-in-college students each term that they are affected by SB 1231 and that they will be limited to six course drops during their enrollment at all public colleges and universities in Texas. Students affected by the six-drop limited may view the

total number of drops accumulated at San Jacinto College and transfer institutions through their SOS accounts.

There are provisions for appeal of grades of WL awarded at San Jacinto College that are included in the six-drop limit. Grades included in the six-drop limit from transfer institutions are not known to San Jacinto College and any appeal must be directed to the transfer institution. For more information, go to [www.sanjac.edu/six-drop](http://www.sanjac.edu/six-drop).

## Class Attendance

Students must attend all lecture and laboratory periods. An education is more than just acquiring information. Through regular class attendance students gain clearer insight into complex issues through interaction with professors and other students.

Instructors keep an accurate record of each student's attendance and do not allow students who do not attend regularly to slow the pace of the class. However, instructors may provide an opportunity for a student who presents a reasonable excuse for an absence to make up missed work. A student who does not offer a satisfactory explanation for an absence will have that absence classified as unexcused and earn an F for any test, assignment or laboratory work given or due during that absence. The student will not be allowed to make up work that was missed.

Whenever a student's absences reach 8.33 percent of the contact hours of the course for unexcused reasons or reasons unknown to the instructor, the instructor may request that the student drop the course (if applicable, see TEC 51.907 Six-Drop Limit Provisions section) and if not eligible to drop or the student chooses not to drop, the instructor may award a grade of FX at that time, which will prohibit the student from attending class. For example, the number of contact hours in a Fall or Spring term course equals the number of weekly classroom and laboratory hours in the course description multiplied by 16. Therefore, professors may prohibit the students who accumulate four hours absence in classes meeting three hours per week or eight hours absence in classes meeting six hours per week from attending class. Three unexcused tardies count as one unexcused absence.

An instructor also has authority to request that the student drop the course and may prohibit a student from participating in class, when the instructor believes the student has accumulated so many absences (including excused absences) that the student cannot reasonably expect to pass the course. An instructor may award the temporary grade of I (Incomplete) under certain circumstances. (See the Incomplete (I) section under the Grading System section for specific information.)

Accreditation or certification standards that require more stringent attendance policies may govern certain departments or programs.

Students who are registered and not listed on official class rolls may not attend classes; nor may students who have withdrawn or who have been withdrawn attend classes.

## Auditing a Course

Approval to audit a credit course may be granted to individuals who complete the audit information sheet available in the educational planning/counseling and enrollment services offices or the office of vice president for learning.

1. Auditors may enroll in a course the day after the time period for changing classes has ended.
2. Auditors may not attend some laboratories or performing and activity courses.
3. Auditors may not take examinations, submit written work, receive a grade or earn credit for the course. The College will not maintain records of students auditing courses.
4. Students will pay a one-time, nonrefundable fee of \$50 plus any applicable lab fees per course to be audited.
5. Senior citizens 65 or older may audit a credit course without paying a fee.
6. Auditors must provide evidence of age.

# Residency

## Senior Citizens Enrolling in Classes

Under Texas Law (Section 54.210), a college may allow senior citizens 65 years of age or older (by the first day of classes of the specific enrollment term) to enroll in up to six credit hours per term without paying tuition, providing there is space available. The senior citizen must pay all application fees, including the general service and related lab fees or incidental fees.

## Residency

### Residence Status for Tuition Purposes

Rules and Regulations for determining residence status are set by the Texas Education Code, Section 54.051(b) which may be viewed at [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/) and the Texas Higher Education Coordinating Board Rules 21.727 at [www.thecb.state.tx.us/](http://www.thecb.state.tx.us/).

For tuition purposes, students are classified as a Texas resident, a Texas resident in-district, a non-Texas resident/out-of-state or a non-Texas resident/out-of-country student. Determination of a student's residence status is made in accordance with the laws of the state of Texas.

During the admission process, all students answer the Texas Common Core questions for residency in order to provide for determination of their status as either a Texas resident, nonresident or international student.

### Relevant Definition

Dependent – A person who:

- a. Is less than 18 years of age and has not been emancipated by marriage or court order; or
- b. Is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.

Students who are considered dependents, will use residency based on their parents' or legal guardians' eligibility for Texas residency using the scenarios listed below.

### Texas Resident

The following persons shall be classified as Texas residents and entitled to pay resident tuition at all Texas public institutions of higher education:

1. a qualifying person who:
  - a. graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education, and
  - b. Maintained a residence continuously in this state for the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
2. a qualifying person who:
  - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
  - b. Maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

3. a qualifying dependent whose parent:
  - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; a
  - b. Maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained.

### Non U.S. Citizens eligible to establish Texas residency

Non U.S. Citizens who are eligible to domicile in the U.S., must prove they have lived in Texas for one year and show proof of their eligibility to domicile.

Permanent residents of the United States must furnish their permanent resident (green) card or I-551 passport approval stamp.

An eligible nonimmigrant who has filed an application for permanent residency must provide the original Notice of Action with an approval notice.

An eligible nonimmigrant that is eligible to establish domicile in the United States may be eligible for classification as a Texas resident. The Texas Higher Education Coordinating Board has identified eligible students to be (1) holders of unexpired visas with A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1B, H-4 (dependent of H-1B only), I, K-1, K-2, L-1A, L-1B, L-2N-8, N-9, NATO 1-7, O-1, O-3 (dependent of O-1 only), R-1, R-2, T-1, T-2, T-3, T-4, TPS, U-1, U-2, U-3, U-4, V-1, V-2, V-3; or (2) individuals classified by the INS as asylees, parolees, refugees, permanent residents, conditional permanent residents and temporary residents holding an I-688 or I-688B Temporary Resident card that has not expired.

Undocumented immigrants who meet academic admission requirements will be permitted to enroll, but normally will be subject to the tuition rate applicable to non-residents. Undocumented immigrants may qualify for the tuition rate applicable to the residents of Texas if all four of the following qualifications are met and adequate proof is provided:

1. Graduated or will graduate from a Texas high school or received a GED certificate in Texas.
2. Resided in Texas for at least three years leading up to graduation from high school or receiving a Texas GED.
3. Reside or will have resided in Texas for the 12 months immediately preceding the census date of the semester to be enrolled.
4. Provide to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

### **Texas Resident Out-of-District**

Refer to rules in the Texas Resident section above. Students must first meet all qualifications in that section.

A resident student will be designated with an out-of-district residency classification if the student or eligible person upon whom the dependent student is basing their residency resides outside of the San Jacinto College taxing district, as determined by the Harris County Appraisal District.

### **Texas Resident In-District**

Refer to rules in the Texas Resident section above. Students must first meet all qualifications in that section.

A resident student will be designated with an in-district residency classification if the student or eligible person upon whom the dependent student is basing their residency resides inside the San Jacinto College taxing district, as determined by the Harris County Appraisal District ([www.hcad.org](http://www.hcad.org)). Post office boxes cannot be used to designate a student as Texas-resident in-district. The San Jacinto College taxing district generally includes the following independent school districts: Channelview, Deer Park, Galena Park, La Porte, Pasadena, and Sheldon.

### **Reclassification of Texas Resident status**

Students may request a reclassification of Texas Resident status by visiting the office of enrollment services when their permanent address changes. When changing an address, students must complete and sign a change-of-address form and if changing to an in-district address, must provide documentation connecting them to the in-district address such as a current apartment lease, property tax documents, current utility bill in the student's name or current utility bill in the parent(s) name(s) and the income tax documents showing the student is being claimed as a dependent. Students requesting a reclassification of the Texas resident status prior to the census date for the current term may have the change applied to the current term's tuition status. Requests received after the census date will be effective for the following term.

### **Documentation for Texas Resident Status**

Although not conclusive or exhaustive, documentation indicating the following circumstances existed throughout at least 12 consecutive months immediately preceding the census date of the semester in which a person seeks to enroll may lend support to a claim regarding his/her intent to establish and maintain domicile in Texas.

- Sole or joint marital ownership of residential real property in Texas by the student or the dependent's parent, having established and maintained domicile at that residence;
- Ownership of a business by the student or the dependent's parent in Texas;
- Gainful employment in Texas by the student or the dependent's parent;
- Marriage, by the student or the dependent's parent to a person who has established and maintained domicile in Texas.

If, as the answers to the core questions are reviewed by College officials, there remains a question as to the student's proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas residency. For a list of other appropriate examples, please refer to the Texas Higher Education Coordinating Board documentation charts at [info.sos.state.tx.us/fids/201100457-2.html](http://info.sos.state.tx.us/fids/201100457-2.html). The institution must then maintain those documents showing that the student classified as a resident has legal right to such classification as of the official census date of the term or term for which the student is enrolling.

# Residency

The institution is charged to obtain necessary documentation that conclusively confirms the student's actual residence. Any address change that causes a reduction in tuition must be accompanied by appropriate documentation. When returned mail or other occurrences raise questions about the validity of the student's address or when conflicting information exists, additional documentation will be required. Students will be allowed to register but will be charged at the higher rate until required documentation is provided.

For a complete list of documentation that may be required, please refer to the Texas Coordinating Board website or the enrollment services office. The enrollment services office is the final authority on all questions and decisions regarding residency classification for tuition purposes.

## Non-Texas Resident

A student or dependent student who resides or whose parent or legal guardian resides out of state or has not established domicile in the state for the 12 months prior to the official reporting date of the semester in which the student is registering is considered a non-Texas resident.

A non-resident who marries a Texas resident must establish his/her own residency.

**Visa:** Students who have lived in Texas for the 12 months prior to the official reporting date of the semester, but do not have a Visa status that allows them to domicile will be coded as out-of-country.

**Reclassification:** To be reclassified as a resident (after one or more years of residency), eligible students must show proof of intent to establish Texas as their permanent legal residence. Refer to Texas Resident section

of these rules for eligibility requirements and Chart II of the Texas Higher Education Coordinating Board Rules for a list of support documentation at [info.sos.state.tx.us/fids/201100457-2.html](http://info.sos.state.tx.us/fids/201100457-2.html).

## Military Personnel

Military personnel or their families should check with the enrollment services office and/or refer to the rules found in the Texas Education Code at [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/) and Texas Higher Education Coordinating Board Rules at [www.thehb.state.tx.us/](http://www.thehb.state.tx.us/) for requirements on resident tuition. Current military identification, military orders or a DD-214 may be required to receive resident tuition.



# Tuition and Fees

## Tuition and Fee Schedules

This schedule is subject to change by the Texas Legislature and the San Jacinto College District Board of Trustees.

### Texas Resident Tuition Rate (TOD) (Out of District)

Tuition \$84 per term hour

SEMESTER CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL
1	\$ 84	\$ 140	\$ 224
2	\$ 168	\$ 140	\$ 308
3	\$ 252	\$ 140	\$ 392
4	\$ 336	\$ 140	\$ 476
5	\$ 420	\$ 140	\$ 560
6	\$ 504	\$ 140	\$ 644
7	\$ 588	\$ 140	\$ 728
8	\$ 672	\$ 140	\$ 812
9	\$ 756	\$ 140	\$ 896
10	\$ 840	\$ 140	\$ 980
11	\$ 924	\$ 140	\$ 1,064
12	\$ 1,008	\$ 140	\$ 1,148
13	\$ 1,092	\$ 140	\$ 1,232
14	\$ 1,176	\$ 140	\$ 1,316
15	\$ 1,260	\$ 140	\$ 1,400
16	\$ 1,344	\$ 140	\$ 1,484
17	\$ 1,428	\$ 140	\$ 1,568
18	\$ 1,512	\$ 140	\$ 1,652
19	\$ 1,596	\$ 140	\$ 1,736
20	\$ 1,680	\$ 140	\$ 1,820

In addition to tuition and fees, other fees will be charged for some classes.

### Estimated Texas Resident Tuition Rate Student Expenses

(Based on 12 semester credit hours; non-resident of the San Jacinto College District)

Tuition at \$84 per semester credit hour .....	\$ 1,008
General Services Fee.....	\$ 140
Lab Fee (based on two courses at \$15 per course).....	\$ 30
Books (based on four courses at \$175 per course).....	\$ <u>700</u>
Total per Term.....	\$ 1,878

### Texas Resident Reduced Tuition and Fees (TID) (In-District)

Tuition \$43 per credit hour

IN-DISTRICT CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL
1	\$ 43	\$ 140	\$ 183
2	\$ 86	\$ 140	\$ 226
3	\$ 129	\$ 140	\$ 269
4	\$ 172	\$ 140	\$ 312
5	\$ 215	\$ 140	\$ 355
6	\$ 258	\$ 140	\$ 398
7	\$ 301	\$ 140	\$ 441
8	\$ 344	\$ 140	\$ 484
9	\$ 387	\$ 140	\$ 527
10	\$ 430	\$ 140	\$ 570
11	\$ 473	\$ 140	\$ 613
12	\$ 516	\$ 140	\$ 656
13	\$ 559	\$ 140	\$ 699
14	\$ 602	\$ 140	\$ 742
15	\$ 645	\$ 140	\$ 785
16	\$ 688	\$ 140	\$ 828
17	\$ 731	\$ 140	\$ 871
18	\$ 774	\$ 140	\$ 914
19	\$ 817	\$ 140	\$ 957
20	\$ 860	\$ 140	\$ 1,000

In addition to tuition and fees, other fees will be charged for some classes.

### Estimated Texas Resident Tuition Rate Student Expenses

(Based on 12 semester credit hours; resident of the San Jacinto College District)

Tuition at \$43 per semester credit hour .....	\$ 516
General Services Fee.....	\$ 140
Lab Fee (based on two courses at \$15 per course).....	\$ 30
Books (based on four courses at \$175 per course).....	\$ <u>700</u>
Total per Term.....	\$ 1,386

# Tuition and Fees

## Out-of-State and Other Non-Resident Tuition and Fees (TOS, TIS, TUV)

Tuition \$134 per term hour

OUT-OF-STATE CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL
1	\$ 134	\$ 140	\$ 274
2	\$ 268	\$ 140	\$ 408
3	\$ 402	\$ 140	\$ 542
4	\$ 536	\$ 140	\$ 676
5	\$ 670	\$ 140	\$ 810
6	\$ 804	\$ 140	\$ 944
7	\$ 938	\$ 140	\$ 1,078
8	\$ 1,072	\$ 140	\$ 1,212
9	\$ 1,206	\$ 140	\$ 1,346
10	\$ 1,340	\$ 140	\$ 1,480
11	\$ 1,474	\$ 140	\$ 1,614
12	\$ 1,608	\$ 140	\$ 1,748
13	\$ 1,742	\$ 140	\$ 1,882
14	\$ 1,876	\$ 140	\$ 2,016
15	\$ 2,010	\$ 140	\$ 2,150
16	\$ 2,144	\$ 140	\$ 2,284
17	\$ 2,278	\$ 140	\$ 2,418
18	\$ 2,412	\$ 140	\$ 2,552
19	\$ 2,546	\$ 140	\$ 2,686
20	\$ 2,680	\$ 140	\$ 2,820

In addition to tuition and fees, other fees will be charged for some classes.

## Non-Texas Resident Estimated Student Expenses

(Based on 12 semester credit hours, Non-Texas resident)

Tuition (at \$134 per semester credit hour).....	\$ 1,608
General Services Fee.....	\$ 140
Lab Fee (based on two courses (at \$15 per course).....	\$ 30
Books (based on four courses at \$175 per course).....	\$ 700
Total per Term.....	\$ 2,478

## Additional Expenses

Students must purchase their own textbooks, workbooks and supplies such as paper, pencils, and computer storage media. Some courses also require that students buy special supplies.

## Fees Per Term

1. General Service Fee (GSF)—A fee of \$140 is charged each Fall, Spring or Summer term. This fee is nonrefundable unless the student withdraws from all courses. The refund is prorated based on the published refund schedule.
2. Schedule Change Fees—Schedule changes made prior to the first day of class do not incur a fee. Any class changes on or after the first class day of the term are subject to the College refund policy which allows a maximum refund of 70 percent of tuition charges once the term or session has begun. Class changes are considered processed at the time of data entry. The student is considered liable for the appropriate charges. See Refund Table for list of charges.
3. Lab Fees—A Lab Fees chart appears later in this section. Lab fees are subject to change.
4. Liability Insurance (ELI)—There is a \$7 charge per term per class for a few allied health clinical courses, such as dietetics technician, cosmetology and massage therapy lab courses.
5. International Student Processing Fee (EFS)—\$35. This fee is assessed to students holding F-1 Visas each term of enrollment.

## Course and/or Other Incidental Fees Required for specific courses.

### **Air Conditioning Technology/Art/Distance Learning Fees/Emergency Medical Technology**

#### **Air Conditioning Technology (ECA)**

HART 1356.....\$50

#### **Art (EIA)**

ARTS 2323.....\$100

ARTS 2324.....\$100

#### **Distance Learning Fees (EDL, EDL6, EDLH)**

Online Courses (EDL6).....\$30

Videotape Courses (EDL6).....\$30

ITV (Intra-Campus San Jac) ..... no cost

ITV (San Jac to other) (EDL6) .....\$30

Hybrid Courses (EDLH).....\$15

Emergency Medical Technology (EIC)

EMSP 1260 .....\$60

EMSP 2168 .....\$135

Certification Cards (North and Central)

EMSP 1355 .....\$17

EMSP 1501 .....\$1.00

EMSP 2330 .....\$3.50

EMSP 2444 .....\$3.50

### **Fire Protection/Flight Fees/Medical Assisting/Music/Nursing/Occupational Health and Safety**

#### **Fire Protection (ECF, EFT) Incidental Fees**

FIRS 1301(EFT).....\$100

FIRS 1319 (EFT) .....\$300

FIRS 1433 (ECF) TVFP.Test Appl....\$85

FIRT 2333 (ECF) .....\$85

Flight Fees (EFE, EIF) — Flight courses are subject to regular college tuition and fees. All college tuition and fees must be paid at the time of registration. Flight fee charges are subject to change when the current contract changes. Please contact the Aeronautical Department for the most recent flight fees. Flight loans are available through the installment payment plan. *See Installment Payment Plan in the Paying For College section for additional information.*

\*Approved Flight Fees (EFE, EIF)

AIRP 1215 .....\$10,000

AIRP 1255. ....\$4,250

AIRP 2239. ....\$5,800

AIRP 2242. ....\$6,000

AIRP 2243. ....\$4,450

AIRP 2250 .....\$12,000

AIRP 2251. ....\$8,940

AIRP 2336. ....\$7,600

\*Flight fees are to be applied to a particular rating. Flight ratings are based upon proficiency and not on a completion of a particular course.

Additional fees may be required to complete the rating.

### **Add'l Flight Simulation Fees (ESF)**

AIRP 1215 .....\$40

AIRP 1255 .....\$40

AIRP 1301 .....\$40

AIRP 1311 .....\$40

AIRP 1341 .....\$40

AIRP 1451 .....\$40

AIRP 2239 .....\$40

AIRP 2242 .....\$40

AIRP 2243 .....\$40

AIRP 2250 .....\$40

AIRP 2251 .....\$40

AIRP 2336 .....\$40

AIRP 2337 .....\$40

### **Medical Assisting (EMP)**

MDCA 1254 .....\$125

### **Music (EIM)**

All private lessons ...\$100 per credit hour

### **Nursing —AD (ENR)**

RNSG 1251 .....\$21

RNSG 1343 .....\$24

RNSG 2121 .....\$40

RNSG 2201 .....\$21

RNSG 2213 .....\$21

RNSG 2231 .....\$21

### **Nursing—ADN Mobility (ELV)**

RNSG 1417 .....\$26

RNSG 2271 .....\$45

### **Occupational Health and Safety (EOH)**

EPCT 1301.....\$105

### **Pharmacy Technician/Physical Education/Respiratory Care/Surgical Technology/Vocational Nursing**

#### **Pharmacy Technician (EPC, EPH, EPU)**

PHRA 1301 (EPU).....\$50

PHRA 1345 (EPH).....\$150

PHRA 1349 (EPC) .....\$40

PHRA 2360 (EPH).....\$129

#### **Physical Education**

PHED 1111(Bowling) (EIB) .....\$58

PHED 1151 (Scuba) (EIS) .....\$40

#### **Respiratory Care (ERT)**

RSPT 2130.....\$125

#### **Surgical Technology (EST)**

SRGT 1542.....\$237

SRGT 2130.....\$40

#### **Vocational Nursing (EVN)**

VNSG 1119 .....\$45

***All fees are subject to change by the San Jacinto Community College District Board of Trustees.***

# Tuition and Fees

## Lab Fees

<b>Agriculture (AGRI)</b>	ARTV 2301.....\$ 20	<b>Business Office Technology (BOT)</b>	CSME 2501.....\$ 32	ITSC 2339.....\$ 20
AGRI 1309.....\$ 24	ARTV 2341.....\$ 20	BCIS 1305.....\$ 10	CSME 2515.....\$ 8	ITSE 1307.....\$ 20
AGRI 1315.....\$ 24	IMED 1301.....\$ 20	MRMT 1307.....\$ 10	CSME 2539.....\$ 25	ITSE 1310.....\$ 20
AGRI 1319.....\$ 24	IMED 1316.....\$ 20	POFI 1341.....\$ 10	CSME 2541.....\$ 27	ITSE 1311.....\$ 20
AGRI 1407.....\$ 24	IMED 2315.....\$ 20	POFI 1349.....\$ 10	CSME 2544.....\$ 8	ITSE 1318.....\$ 20
AGRI 2313.....\$ 24	IMED 2345.....\$ 20	POFI 2331.....\$ 5	<b>College Preparatory Mathematics (RMT)</b>	ITSE 1331.....\$ 20
<b>Air Conditioning Technology (AIR)</b>	ITSW 1310.....\$ 20	POFL 2301.....\$ 10	MATH 0303.....\$ 5	ITSE 1345.....\$ 20
HART 1401.....\$ 20	PHTC 1311.....\$ 20	POFM 1331.....\$ 10	MATH 0304.....\$ 5	ITSE 1356.....\$ 20
HART 1407.....\$ 20	PHTC 2301.....\$ 20	POFT 1127.....\$ 6	<b>College Preparatory Reading (DVR)</b>	ITSE 1359.....\$ 20
HART 1441.....\$ 20	<b>Audio Engineering (RCS)</b>	POFT 1328.....\$ 10	READ 0308.....\$ 4	ITSE 1391.....\$ 20
HART 1442.....\$ 20	MUSC 1323.....\$24	POFT 1329.....\$ 10	READ 0309.....\$ 4	ITSE 2305.....\$ 20
HART 1445.....\$ 20	MUSC 1327.....\$24	POFT 2301.....\$ 10	<b>College Preparatory Writing (ENG)</b>	ITSE 2317.....\$ 20
HART 1449.....\$ 20	MUSC 1331.....\$24	<b>Chemistry (CMS)</b>	ENGL 0306.....\$ 4	ITSE 2331.....\$ 20
HART 2431.....\$ 20	MUSC 2101.....\$24	CHEM 1405.....\$ 24	ENGL 0308.....\$ 4	ITSE 2343.....\$ 20
HART 2434.....\$ 20	MUSC 2427.....\$24	CHEM 1407.....\$ 24	<b>Computer Information Technology (ITS)</b>	ITSE 2346.....\$ 20
HART 2436.....\$ 20	MUSC 2447.....\$24	CHEM 1411.....\$ 20	CPMT 2302.....\$ 20	ITSE 2349.....\$ 20
HART 2441.....\$ 20	<b>Automotive Collision Repair (ACR)</b>	CHEM 1412.....\$ 20	EDTC 1341.....\$ 20	ITSE 2351.....\$ 20
HART 2545.....\$ 20	ABDR 1303.....\$ 24	CHEM 2423.....\$ 20	EECT 2337.....\$ 20	ITSE 2357.....\$ 20
<b>Applied Computer Electronics Technology (CET)</b>	ABDR 1307.....\$ 24	CHEM 2425.....\$ 20	GAME 1303.....\$ 20	ITSW 1307.....\$ 20
(see Electronics Technology)	ABDR 1315.....\$ 24	<b>Child Development/Early Childhood Education (ECE)</b>	GAME 1304.....\$ 20	ITSW 2334.....\$ 20
<b>Art and Visual Communications (FAR)</b>	ABDR 1323.....\$ 24	CDEC 1319.....\$ 15	GAME 1343.....\$ 20	ITSW 2337.....\$ 20
ARTC 1302.....\$ 20	ABDR 1431.....\$ 24	CDEC 1323.....\$ 15	GAME 1353.....\$ 20	ITSY 1342.....\$ 20
ARTC 1317.....\$ 20	ABDR 1441.....\$ 24	CDEC 1413.....\$ 20	GAME 2332.....\$ 20	ITSY 2300.....\$ 20
ARTC 1321.....\$ 10	ABDR 1449.....\$ 24	CDEC 1417.....\$ 20	GAME 2341.....\$ 20	ITSY 2301.....\$ 20
ARTC 1325.....\$ 20	ABDR 1519.....\$ 24	CDEC 1458.....\$ 20	GAME 2344.....\$ 20	ITSY 2341.....\$ 20
ARTC 1327.....\$ 10	ABDR 1555.....\$ 24	CDEC 2407.....\$ 20	GAME 2359.....\$ 20	ITSY 2342.....\$ 20
ARTC 1350.....\$ 20	ABDR 1558.....\$ 24	CDEC 2422.....\$ 20	IMED 1341.....\$ 20	ITSY 2343.....\$ 20
ARTC 1353.....\$ 20	ABDR 2353.....\$ 24	CDEC 2424.....\$ 20	IMED 1345.....\$ 20	ITSY 2359.....\$ 20
ARTC 2331.....\$ 20	ABDR 2502.....\$ 24	<b>Communications (COM)</b>	INEW 2330.....\$ 20	<b>Computer Science (ITS)</b>
ARTC 2335.....\$ 20	ABDR 2541.....\$ 24	COMM 1129.....\$ 6	INEW 2332.....\$ 20	COSC 1337.....\$ 20
ARTC 2341.....\$ 20	ABDR 2549.....\$ 24	COMM 1318.....\$ 10	INEW 2334.....\$ 20	COSC 2325.....\$ 20
ARTC 2347.....\$ 20	ABDR 2551.....\$ 24	COMM 1319.....\$ 10	INEW 2340.....\$ 20	COSC 2336.....\$ 20
ARTS 1311.....\$ 10	<b>Automotive Technology (AUT)</b>	COMM 2129.....\$ 6	ITCC 1308.....\$ 20	<b>Criminal Justice (CRJ)</b>
ARTS 1312.....\$ 15	AUMT 1305.....\$ 24	COMM 2309.....\$ 6	ITCC 1401.....\$ 20	CJSA 2323.....\$ 24
ARTS 2311.....\$ 10	AUMT 1310.....\$ 24	<b>Cosmetology (CSM)</b>	ITCC 2408.....\$ 20	<b>Culinary Arts (CLA)</b>
ARTS 2312.....\$ 15	AUMT 1316.....\$ 24	CSME 1248.....\$ 20	ITCC 2410.....\$ 20	CHEF 1310.....\$ 24
ARTS 2313.....\$ 20	AUMT 1345.....\$ 24	CSME 1271.....\$ 12	ITMC 1343.....\$ 20	CHEF 1314.....\$ 24
ARTS 2314.....\$ 20	AUMT 1407.....\$ 24	CSME 1272.....\$ 12	ITMC 2303.....\$ 20	CHEF 1345.....\$ 48
ARTS 2316.....\$ 10	AUMT 1419.....\$ 24	CSME 1302.....\$ 12	ITMC 2337.....\$ 20	CHEF 1401.....\$ 24
ARTS 2317.....\$ 10	AUMT 2307.....\$ 24	CSME 1310.....\$ 16	ITNW 1308.....\$ 20	CHEF 1402.....\$ 24
ARTS 2323.....\$ 10	AUMT 2311.....\$ 24	CSME 1330.....\$ 37	ITNW 1325.....\$ 20	CHEF 2402.....\$ 24
ARTS 2324.....\$ 10	AUMT 2313.....\$ 24	CSME 1354.....\$ 18	ITNW 1345.....\$ 20	IFWA 2441.....\$ 24
ARTS 2326.....\$ 20	AUMT 2321.....\$ 24	CSME 1355.....\$ 27	ITNW 1346.....\$ 20	IFWA 2446.....\$ 24
ARTS 2327.....\$ 20	AUMT 2357.....\$ 24	CSME 1421.....\$ 12	ITNW 1348.....\$ 20	PSTR 1301.....\$ 24
ARTS 2333.....\$ 15	AUMT 2417.....\$ 24	CSME 1435.....\$ 8	ITNW 1353.....\$ 20	PSTR 1306.....\$ 24
ARTS 2334.....\$ 15	AUMT 2425.....\$ 24	CSME 1457.....\$ 10	ITNW 1354.....\$ 20	PSTR 1342.....\$ 24
ARTS 2341.....\$ 20	AUMT 2434.....\$ 24	CSME 1501.....\$ 18	ITNW 1392.....\$ 20	PSTR 1391.....\$ 24
ARTS 2342.....\$ 20	AUMT 2455.....\$ 48	CSME 1505.....\$ 18	ITNW 1395.....\$ 20	PSTR 2301.....\$ 24
ARTS 2346.....\$ 20	<b>Biology (BIO)</b>	CSME 1520.....\$ 12	ITNW 1397.....\$ 20	PSTR 2307.....\$ 24
ARTS 2347.....\$ 20	BIOL 1406.....\$ 15	CSME 1531.....\$ 27	ITNW 1399.....\$ 20	PSTR 2331.....\$ 24
ARTS 2348.....\$ 20	BIOL 1407.....\$ 15	CSME 1534.....\$ 8	ITNW 2301.....\$ 20	PSTR 2431.....\$ 24
ARTS 2349.....\$ 20	BIOL 1408.....\$ 20	CSME 1541.....\$ 29	ITNW 2305.....\$ 20	PSTR 2470.....\$ 24
ARTS 2351.....\$ 20	BIOL 1409.....\$ 20	CSME 1545.....\$ 10	ITNW 2305.....\$ 20	RSTO 2405.....\$ 24
ARTS 2352.....\$ 20	BIOL 1411.....\$ 15	CSME 1552.....\$ 10	ITNW 2353.....\$ 20	<b>Dental Assisting (DNT)</b>
ARTS 2356.....\$ 20	BIOL 1413.....\$ 15	CSME 1553.....\$ 14	ITNW 2354.....\$ 20	DNTA 1241.....\$ 24
ARTS 2357.....\$ 20	BIOL 1414.....\$ 24	CSME 2244.....\$ 24	ITNW 2355.....\$ 20	DNTA 1305.....\$ 24
ARTS 2366.....\$ 10	BIOL 2101.....\$ 24	CSME 2245.....\$ 22	ITSC 1305.....\$ 20	DNTA 1349.....\$ 40
ARTS 2367.....\$ 10	BIOL 2102.....\$ 24	CSME 2310.....\$ 24	ITSC 1307.....\$ 20	DNTA 1401.....\$ 24
ARTV 1301.....\$ 20	BIOL 2401.....\$ 15	CSME 2333.....\$ 12	ITSC 1309.....\$ 20	DNTA 1415.....\$ 24
ARTV 1303.....\$ 20	BIOL 2402.....\$ 15	CSME 2337.....\$ 27	ITSC 1319.....\$ 20	<b>Diesel Technology (DSL)</b>
ARTV 1341.....\$ 20	BIOL 2406.....\$ 24	CSME 2343.....\$ 24	ITSC 1321.....\$ 20	DEMR 1229.....\$ 18
ARTV 1345.....\$ 20	BIOL 2416.....\$ 24	CSME 2344.....\$ 24	ITSC 1325.....\$ 20	DEMR 1306.....\$ 18
ARTV 1351.....\$ 20	BIOL 2420.....\$ 20	CSME 2414.....\$ 8	ITSC 1391.....\$ 20	DEMR 1323.....\$ 18
	BIOL 2421.....\$ 20	CSME 2430.....\$ 24	ITSC 2321.....\$ 20	DEMR 1405.....\$ 18
	ENVR 1401.....\$ 24	CSME 2431.....\$ 10	ITSC 2335.....\$ 20	DEMR 1410.....\$ 18
	ENVR 1402.....\$ 24	CSME 2445.....\$ 8	ITSC 2337.....\$ 20	DEMR 1421.....\$ 18
				DEMR 1423.....\$ 18
				DEMR 1449.....\$ 18

DEMR 2412..... \$ 18	EMSP 2330..... \$ 24	<b>Instrumentation Technology (INS)</b>	<b>Mental Health Services (MNH)</b>	<b>Process Technology (PRT)</b>
DEMR 2334..... \$ 18	EMSP 2359..... \$ 24	ENER 1330..... \$ 16	PSYT 1471..... \$ 24	CBFM 1307..... \$ 16
DEMR 2388..... \$ 18	EMSP 2434..... \$ 24	INTC 1301..... \$ 16	<b>Modern Languages (FLG)</b>	CTEC 1401..... \$ 10
DEMR 2412..... \$ 18	EMSP 2444..... \$ 24	INTC 1312..... \$ 16	CHIN 1411..... \$ 4	INMT 2303..... \$ 16
DEMR 2432..... \$ 18		INTC 1315..... \$ 16	CHIN 1412..... \$ 4	PTAC 1332..... \$ 10
<b>Drama (DRM)</b>	<b>Engineering Design Graphics (EDG)</b>	INTC 1322..... \$ 16	FREN 1411..... \$ 4	PTAC 1410..... \$ 10
COMM 1136..... \$ 20	ARCE 1421..... \$ 24	INTC 1341..... \$ 16	FREN 1412..... \$ 4	PTAC 2336..... \$ 10
COMM 1137..... \$ 20	ARCE 1452..... \$ 24	INTC 1350..... \$ 16	FREN 1411..... \$ 4	PTAC 2420..... \$ 10
COMM 1138..... \$ 20	ARTV 1402..... \$ 24	INTC 1353..... \$ 16	GERM 1411..... \$ 4	PTAC 2438..... \$ 10
COMM 2120..... \$ 10	ARTV 1440..... \$ 24	INTC 1355..... \$ 16	GERM 1412..... \$ 4	PTAC 2446..... \$ 10
COMM 2121..... \$ 10	DFTG 1405..... \$ 24	INTC 1375..... \$ 16	SPAN 1411..... \$ 4	SCIT 1414..... \$ 24
DRAM 1120..... \$ 10	DFTG 1409..... \$ 24	INTC 1453..... \$ 8	SPAN 1412..... \$ 4	SCIT 1418..... \$ 16
DRAM 1121..... \$ 10	DFTG 1410..... \$ 24	INTC 2310..... \$ 16	<b>Music (MUS)</b>	<b>Respiratory Care (RSP)</b>
DRAM 1162..... \$ 4	DFTG 1413..... \$ 24	INTC 2330..... \$ 16	MUSI 1159..... \$ 4	RSPT 1340..... \$ 24
DRAM 1342..... \$ 20	DFTG 1417..... \$ 24	INTC 2333..... \$ 16	MUSI 1186..... \$ 100	RSPT 1429..... \$ 24
DRAM 2120..... \$ 10	DFTG 1445..... \$ 24	INTC 2336..... \$ 16	MUSI 1187..... \$ 100	RSPT 1431..... \$ 24
DRAM 2121..... \$ 10	DFTG 2402..... \$ 24	INTC 2345..... \$ 16	MUSI 1286..... \$ 200	RSPT 2258..... \$ 24
DRAM 2351..... \$ 10	DFTG 2406..... \$ 24	INTC 2359..... \$ 16	MUSI 1287..... \$ 200	RSPT 2314..... \$ 24
DRAM 2366..... \$ 24	DFTG 2407..... \$ 24	INTC 2374..... \$ 16	MUSI 1290..... \$ 24	RSPT 2353..... \$ 24
DRAM 2367..... \$ 24	DFTG 2408..... \$ 24	<b>Interior Design (IND)</b>	MUSI 2186..... \$ 100	RSPT 2355..... \$ 24
<b>Electrical Technology (ELT)</b>	DFTG 2417..... \$ 24	INDS 1411..... \$ 12	MUSI 2187..... \$ 100	<b>Restaurant Management (CLA)</b>
ELPT 1311..... \$ 10	DFTG 2419..... \$ 24	INDS 1415..... \$ 12	MUSI 2286..... \$ 200	CHEF 1301..... \$ 24
ELTN 1343..... \$ 16	DFTG 2421..... \$ 24	INDS 1445..... \$ 12	<b>Non-Destructive Testing Technology (NDT)</b>	CHEF 1345..... \$ 24
ELPT 1345..... \$ 24	DFTG 2423..... \$ 24	INDS 1449..... \$ 12	METL 1313..... \$ 24	CHEF 1401..... \$ 24
ELPT 1351..... \$ 10	DFTG 2428..... \$ 24	INDS 2407..... \$ 12	METL 1405..... \$ 24	CHEF 2301..... \$ 24
ELPT 1355..... \$ 10	DFTG 2432..... \$ 24	INDS 2413..... \$ 12	METL 2435..... \$ 24	CHEF 2402..... \$ 24
ELPT 1357..... \$ 24	DFTG 2436..... \$ 24	INDS 2421..... \$ 12	NDTE 1301..... \$ 24	IFWA 2441..... \$ 24
ELPT 1429..... \$ 24	DFTG 2438..... \$ 24	INDS 2425..... \$ 12	NDTE 1410..... \$ 24	IFWA 2446..... \$ 24
ELPT 1441..... \$ 10	DFTG 2440..... \$ 24	INDS 2431..... \$ 12	NDTE 1440..... \$ 24	PSTR 1301..... \$ 24
ELPT 2305..... \$ 10	DFTG 2445..... \$ 24	INDS 2435..... \$ 12	NDTE 1450..... \$ 24	PSTR 1401..... \$ 24
ELPT 2319..... \$ 10	DFTG 2447..... \$ 24	<b>Massage Therapy (MAS)</b>	NDTE 1454..... \$ 24	PSTR 2331..... \$ 24
ELPT 2347..... \$ 16	DFTG 2458..... \$ 24	MSSG 1105..... \$ 10	NDTE 1471..... \$ 24	PSTR 2431..... \$ 24
ELPT 2449..... \$ 10	<b>Eye Care Technology (VCT)</b>	MSSG 1207..... \$ 10	NDTE 2401..... \$ 24	PSTR 2470..... \$ 24
<b>Electronics Technology (CET)</b>	OPTS 1191..... \$ 12	MSSG 1413..... \$ 10	NDTE 2411..... \$ 24	RSTO 2405..... \$ 24
CETT 1215..... \$ 14	OPTS 1309..... \$ 32	MSSG 2186..... \$ 10	QCCT 1341..... \$ 24	<b>Sonography (MDT)</b>
CETT 1303..... \$ 14	OPTS 1315..... \$ 16	MSSG 2311..... \$ 10	QCCT 1343..... \$ 24	(see Medical Imaging Technology: DMSO)
CETT 1305..... \$ 14	OPTS 1392..... \$ 12	<b>Medical Assisting (MDA)</b>	QCCT 1446..... \$ 24	
CETT 1325..... \$ 14	OPTS 1501..... \$ 16	MDCA 1309..... \$ 7	QCCT 1448..... \$ 24	
CETT 1329..... \$ 14	OPTS 2350..... \$ 10	MDCA 1343..... \$ 10	QCCT 2331..... \$ 24	
CETT 1345..... \$ 14	OPTS 2431..... \$ 7	MDCA 1348..... \$ 20	<b>Nursing (ADN)</b>	
CETT 1349..... \$ 14	OPTS 2441..... \$ 16	MDCA 1417..... \$ 24	RNSG 1140..... \$ 12	
CETT 1357..... \$ 14	OPTS 2445..... \$ 16	MDCA 1421..... \$ 10	<b>Nursing (NUR)</b>	
CETT 2449..... \$ 24	<b>Fire Protection Technology (FPT)</b>	<b>Medical Imaging Technology (MDT)</b>	RNSG 1144..... \$ 6	
CPMT 1303..... \$ 14	FIRS 1301..... \$ 24	DMSO 1302..... \$ 8	RNSG 1215..... \$ 12	
CPMT 1345..... \$ 14	FIRS 1313..... \$ 24	DMSO 1342..... \$ 8	RNSG 1413..... \$ 6	
CPMT 1349..... \$ 14	FIRS 1319..... \$ 24	DMSO 1355..... \$ 8	RNSG 2207..... \$ 6	
CPMT 2333..... \$ 14	FIRS 1329..... \$ 24	DMSO 1441..... \$ 24	RNSG 2231..... \$ 6	
CPMT 2345..... \$ 14	FIRS 1407..... \$ 24	DMSO 2342..... \$ 8	<b>Paralegal (LGL)</b>	
CPMT 2349..... \$ 24	FIRS 1423..... \$ 24	DMSO 2405..... \$ 24	LGLA 1317..... \$ 20	
EECT 1307..... \$ 24	FIRS 1433..... \$ 24	RADR 1313..... \$ 16	<b>Pharmacy Technician (PHT)</b>	
EECT 1340..... \$ 24	FIRT 1303..... \$ 24	RADR 1317..... \$ 6	PHRA 1345..... \$ 24	
EECT 2439..... \$ 14	FIRT 1315..... \$ 24	RADR 1318..... \$ 16	PHRA 1349..... \$ 24	
ELMT 1305..... \$ 24	FIRT 1345..... \$ 24	RADR 1411..... \$ 16	<b>Physical Therapist Assistant (PTA)</b>	
ELMT 2333..... \$ 14	FIRT 1370..... \$ 24	RADR 2305..... \$ 16	PTHA 1305..... \$ 8	
ELMT 2335..... \$ 24	FIRT 2333..... \$ 24	RADR 2309..... \$ 6	PTHA 1413..... \$ 6	
ELMT 2341..... \$ 24	FIRT 2345..... \$ 24	RADR 2401..... \$ 16	PTHA 1431..... \$ 24	
FCEL 1405..... \$ 24	<b>Geology (GEO)</b>	<b>Medical Laboratory Technology (MLT)</b>	PTHA 2301..... \$ 6	
RBTC 1355..... \$ 24	GEOL 1401..... \$ 24	HPRS 1391..... \$ 24	PTHA 2409..... \$ 10	
<b>Emergency Medical Technology (EMT)</b>	GEOL 1403..... \$ 15	MLAB 1201..... \$ 24	PTHA 2435..... \$ 6	
EMSP 1338..... \$ 24	GEOL 1404..... \$ 15	MLAB 1227..... \$ 24	PTHA 2531..... \$ 6	
EMSP 1355..... \$ 24	GEOL 1405..... \$ 15	MLAB 1231..... \$ 24	<b>Physics (PHY)</b>	
EMSP 1356..... \$ 24	GEOL 1447..... \$ 10	MLAB 1235..... \$ 24	PHYS 1401..... \$ 10	
EMSP 1491..... \$ 24	<b>Health Information Management (HIM)</b>	MLAB 1311..... \$ 24	PHYS 1402..... \$ 10	
EMSP 1501..... \$ 24	HITT 1341..... \$ 4	MLAB 1415..... \$ 24	PHYS 1411..... \$ 10	
EMSP 2238..... \$ 24	HITT 2335..... \$ 4	MLAB 2431..... \$ 24	PHYS 1412..... \$ 10	
EMSP 2243..... \$ 36	HITT 2249..... \$ 4	MLAB 2434..... \$ 24	PHYS 2425..... \$ 10	
		MLAB 2501..... \$ 48	PHYS 2426..... \$ 10	
		PLAB 1223..... \$ 24		

# Tuition and Fees

## Excess Credit Hours for Undergraduate Students (30-Hour Rule)

Effective May 9, 2006, college students who have attempted 30 or more credit hours beyond the minimum number of hours required for their baccalaureate degree requirements at a Texas public senior college or university may be charged additional tuition, up to the level of that institution's out-of-state charges.

This rule applies to all credit hours in which a student was registered as of the official census day for the term (i.e., 67, dual credit courses, failed courses and courses from which the student withdrew after census day). Students enrolled as undergraduates in the Fall term of 1999 or later could be affected.

A student's credit hours received during any term prior to the Fall 1999 term; hours earned through examination; hours from college preparatory, technical courses, workforce education courses or other courses that would not generate academic credit that could be applied to a degree at the institution; hours earned at a private or out-of-state institution; any hours removed from admission consideration under Academic Fresh Start (Texas Education Code §51.931); and any hours not eligible for formula funding are exempt. Non-resident students paying tuition at the rate provided for Texas residents are subject to the same limitations as hours generated by resident students.

Texas Education Code §54.014 (§54.068 renumbered in 2006) as updated on July 5, 2006, reflecting changes from the 79th legislative session (House Bill 1172 and Senate Bill 1528, available at [www.capitol.state.tx.us](http://www.capitol.state.tx.us)) established this option for public senior colleges and universities.

## Repeated Courses and Unfunded Credit Hours

Students may be charged a higher tuition rate, not to exceed the non-resident undergraduate charge, in the following circumstances:

- a. Repeated hours for attempted course: Credit hours for the same course (or a course substantially

similar to an earlier course) previously attempted, but not completed (no grade received) for three (3) or more times at the same institution, are not eligible for state reimbursement. Institutions may, with the third and subsequent enrollments, charge an increased tuition rate, not to exceed that charged non-resident undergraduate students to compensate for the loss of state formula funding.

- b. Repeated hours for completed courses: Institutions may also charge students enrolling for the second time in a previously completed course at the same institution an increased tuition rate, not to exceed that charged non-resident undergraduate students. A completed course is one for which a grade of A, B, C, D, F or Pass/Fail was earned. This rule applies to all credit hours for classes previously completed regardless of whether or not the hours may or may not be submitted for formula funding from the state.

The following types of credit hours are exempt and are not subject to these rules:

1. Hours earned by a student prior to receiving a baccalaureate degree that were awarded previous to the effective date of these changes.
2. Hours earned through examination or similar methods without registering for a course.
3. Hours from college preparatory courses, technical courses, workforce education courses or other courses that would not generate academic credit that could be applied to a degree at a senior institution.
4. Hours earned by the student at a private institution or an out-of-state institution.
5. Any credit hours not normally eligible for state formula funding.

Texas Higher Education Coordinating Board Rule §13.100-13.109, effective Nov. 22, 2005, reflects changes from the 79th legislative session for public higher education institutions in Texas and amendments to Texas Education Code §54.068 and §61.0595.

## Repeat Course Fee for Third Repeat

San Jacinto College will charge a higher tuition rate to Texas resident students registering for a course for the third or subsequent time. This charge will apply to any course that the student has already attempted twice and appears on their transcript. Upon the third or subsequent enrollment, an additional tuition of \$60 per credit hour will be charged. This additional tuition charge will be assessed for students registered under Texas resident tuition rates. For more information, see Repeated Courses and Unfunded Credit Hours within this section.

## Tuition Rebate Program

Students transferring to a Texas senior college or university may qualify for a \$1,000 rebate if they have attempted no more than three semester credit hours above the minimum number of hours required for their baccalaureate degree. Attempted hours include every course for which the student has registered, as of the official census date, in every term, including: college preparatory courses taken for credit, repeated courses and courses from which the student withdraws and all credit by examination, except for the first nine hours and dual credit courses. Students initiating their undergraduate education at San Jacinto College should carefully follow approved degree plans in order to maintain eligibility for this program. Senior universities are required to provide students with forms and instructions for requesting the rebate at the time the student applies for a baccalaureate degree.

Texas Education Code §54.0065 established this tuition rebate program for certain undergraduate students, according to legislation passed in 1997 by the 75th Texas Legislature and amended in 2003 by the 78th Texas Legislature. The website [www.collegefortexans.com](http://www.collegefortexans.com) includes more detailed information about the tuition rebate program and also includes a directory of institutional contacts.

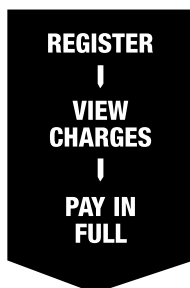
## Paying for College

### Pay as You Go! Important Information Regarding Payment Deadline For Classes

Effective Fall 2011 (term 201210), the College implemented the Pay-As-You-Go system. Students are encouraged to pay in full when they register. After the PAYMENT DEADLINE for each term, all students who have not made a payment or have a balance due will be dropped as outlined below. This applies to both totally unpaid and partially unpaid registrations. The drop process will include all registrations.

#### Balance Must Equal Zero

This payment system is run daily during the entire term after the payment deadline. Students registering for the first time or re-registering after the payment deadline will be required to pay in full the same day they register. The balance due must be zero.



### ALL ON THE SAME DAY

**Example:** Students who register on Monday must be paid in full by 11:59 p.m. on the same Monday. After the payment deadline, the registration system (SOS) will be offline every night from 12 a.m. to 3 a.m. to remove registrations that are totally unpaid or partially unpaid.

If a student's balance does not equal zero, or less, the following actions are taken:

**Totally Unpaid:** A student who registered for courses and has not made any payment, nor has any financial aid, third party billing or scholarship been applied to the account.

Registrations for all courses will be removed and the student will receive an email notification of this action.

#### Partially Unpaid:

- 1) A student registered for some courses and paid for them but then added additional courses and did not pay for the added courses.
- 2) A student dropped a course, then added a course and did not pay the difference
- 3) A student financial aid, third party billing, or scholarship applied to the account did not cover the entire cost.

*If a student's balance does not equal zero, the registration will be adjusted to bring the account balance to zero. Courses with the latest start date will be dropped first. Then courses will be dropped according to registration date and time. These courses will be dropped the following business day. Students will receive an email notification of this action.*

Students must be sure their financial aid, third party billing or scholarship is applied to their account.

#### Methods of Payment

##### THE COLLEGE ACCEPTS THE FOLLOWING METHODS OF PAYMENT:

##### WEB PAYMENTS

1. **Credit Cards** – American Express, Discover, MasterCard, or Visa.
2. **Debit Cards** – Must have a MasterCard or Visa affiliation.
3. **WEBCheck** – Must be an individual checking or savings account.
  - a. **Company checks or loan checks from credit cards** or other financial institutions should not be used online. They will be rejected and result in a \$30 returned check fee.

- b. **The College assesses a \$30 processing fee** for each stopped-payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order, or credit card.

4. **Installment Payment Plans** will capture the scheduled method of payment and use that for future dated payments. The students may use the Student Account Suite to change a scheduled method of payment for the automated payment process.

##### IN PERSON PAYMENTS AT ANY CAMPUS BUSINESS OFFICE

1. **Credit Cards** – American Express, Discover, MasterCard, or Visa.
2. **Debit Cards** – Must have a MasterCard or Visa affiliation.
3. **Debit Cards** – PIN Based.
4. **Checks**
  - a. **Personal checks** in which the student is an authorized signer on the account or if the authorized signer on the account is present may be converted to an electronic payment from the account. These are referred to as POP checks. The cashier will inquire as to whether a student agrees to have the check converted to an electronic payment. If the student agrees, the check will be returned to the student upon completion of the cashiering transaction along with an electronic agreement receipt.

# Paying for College

- b. **Personal checks** in which the student is NOT an authorized signer on the account and the authorized signer is not present will be processed as a normal paper check and included with the normal deposits of the College.
  - c. **Company checks, cashier checks, money orders, or loan checks from credit cards or other financial institutions** will be processed as a normal paper check and included with the normal deposits of the College.
  - d. The College assesses a \$30 processing fee for each stopped-payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.
5. **Cash** – Legal currency of the United States.
  6. **Third Party Payment** – Payments made by third party vendors via letters, purchase orders, or invoices must be presented in person to any campus business office, each semester, in order for the student account to be updated. Students are liable for any unpaid balances.
  7. **Exemptions/Scholarships** – Documentation must be submitted in person to any campus business office, each semester, in order for the student account to be updated. Students are liable for any unpaid balances.

San Jacinto College will not be responsible for multiple holds being placed on a credit or debit card by the bank or the card issuer.

Students paying by cash or check who want to pay in person at the business office must pay during the regular business hours on the business day they register.

## Installment Payment Plan (IPP)

An installment payment plan (IPP) is available at any campus business office and on the SOS online registration system. Students have the opportunity to pay tuition and fees in four payments. The terms include the following: Pay 25 percent of eligible tuition and fees when setting up the payment plan and pay three additional 25 percent payments on specified dates for each term. There is a \$25 fee for this service that is prorated over the payment period. Late payments are charged \$25 each. Students may use the SOS system to set up automatic payments using a credit card, checking or savings account.

Students who utilize the IPP will still need to follow the regulations for withdrawals and refunds. Students who withdraw from or add one or more classes still must pay the installments on time. The system will recalculate any changes to the future dated installments and prevent loss of registration. No installment payment plan is available for books, supplies, or cash advances. The financial aid section describes other forms of financial assistance. Installment plans must be paid in full before another installment plan can be initiated.

## Credit Card Account Verification - Authorization

An individual who uses a credit card to pay tuition or fees authorizes the College to communicate with the credit card issuer and/or financial institution for the limited purpose of verifying information related to use of the credit card at the College, such as verification of account number, of a transaction, or of a student's signature.

San Jacinto College will not be responsible for multiple holds being placed on a credit or debit card by a bank or the card issuer.

## Delinquent Accounts

Currently enrolled students who are delinquent in repaying a loan, are responsible for a returned check, or have failed to pay appropriately and on time any other debts to San Jacinto College (not including library and traffic fines) will receive warning notices informing them that they must pay their debts by a certain date or be withdrawn from all classes. If they do not pay by the designated date, the College may withdraw them from all classes, and they may not be reinstated during that term.

Students must pay all debts—including but not limited to, tuition, fees, fines, returned check penalties, lost equipment, rescinded financial aid, College generated loans and restitution for loss of or damage to college property before they may re-enroll, receive a diploma, or have a request for an official transcript honored.

In the event of failure to pay the Installment Payment Plan (IPP) or Financial Aid Short Term Loan (FASTL) at its maturity, and if the same is placed in the hands of an attorney or collection agency, the student shall be responsible for all expenses and expenditures, cost of attorney and/or collection services incurred, protecting the College's interest, rights, and remedies on the Installment Payment Plans or Financial Aid Short Term Loan or returned checks.

Delinquent accounts sent to a collection agency may be reported to the credit bureau.

The College charges a late fee of \$25 for late payment of any IPP's or FASTL's. The College assesses a \$30 processing fee for each stopped-payment or returned check. Returned checks include electronically converted checks that have been rejected by the College bank. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.

A student who is in default on a government student loan for attendance at San Jacinto College may not receive an official academic transcript or diploma unless the



student has made six consecutive voluntary monthly payments on the defaulted loan.

## Refund Policy

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Students may find the specific dates for the Refund Schedule online for each term. Specific provisions of the Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule § 21.5 “Refund of Tuition and Fees at Public Community/Junior and Technical Colleges,” govern the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board as authorized by the Legislature can alter this schedule.

The College will process refunds only after completion of all other registration responsibilities.

The College will grant refunds for re-determined legal residence only if the student presents proof to the enrollment services office on or before the 12th class day of the Fall or Spring term or the eighth class day of the Summer session.

Refunds do not include the International student fee.

## Credit Refunds or Financial Aid Disbursements—Payments to Students

Higher One, Inc. (Higher One) the technology and financial services company focused on the higher education market, has been selected to electronically distribute semester credit hour refunds and financial aid disbursements to San Jacinto College students. They do not process dual credit, Continuing & Professional Development, or undocumented students and Parent Plus Loans.

San Jacinto College uses Higher One to provide a more efficient, safer, and convenient refund disbursing process. This method allows students to have quicker

access to funds and provide more options for disbursements of Federal financial aid and college credit refunds due to changes in enrollment.

All San Jacinto College students (except the group identified above) enrolled as of the first day of class will receive a SanJacCard in the mail with instructions on how to log on to a secure website. The student will be responsible for the card received in the mail as this will be their key to selecting their refund preference. The SanJacCard will be the official method of payments to students and must be retained for the duration of enrollment with the College. There is a \$5 replacement card fee for inactivated cards payable at the campus business office or a \$20 replacement card fee payable through Higher One for lost cards that have previously been activated by the student.

Students will be asked to confirm their primary email and mailing addresses and select how they would like to receive their refund from Higher One. Students will be given multiple electronic options including direct deposit to the OneAccount; an optional, no-minimum balance, no-monthly-fee, FDIC-Insured checking account provided by Higher One; or an Automated Clearing House (ACH) transfer to a bank account of their choice. The card also acts as a Debit MasterCard® with acceptance worldwide. Students also have the capability to sign up to receive text and/or email notifications and have access to pay bills online through a secure website.

In addition to the refund disbursement process, Higher One educates the campus community on the changes and benefits to the process. Higher One also collects and maintains student bank account information in a safe and protected manner. Students and parents are assured that Higher One handles all customer service inquiries from students or administration staff in an efficient, confidential, and secure manner.

## Course Withdrawal / Dropping Courses

Students who officially drop an individual course or withdraw from all courses will receive a percentage of the refundable tuition and fees they paid, depending on the effective date of the withdrawal, in accordance with the state refund schedule. Please see the Refund Table below.

Specific withdrawal dates and refund dates apply to each course based upon start date and class length. The College website contains a table with details for the different course lengths and appropriate refund periods and percentages. Refund percentages are 100 percent prior to the first day of class, 70 percent, 25 percent or 0 percent based on specific dates. The College does not allow 100 percent refunds during course drops/adds after the first day of class.

Once students pay tuition and fees or have financial aid applied, they are considered officially registered until they complete the term or drop individual or withdraw from all courses. Simply not attending class or telling the instructor does not constitute course drops. Course drops/withdrawals become official and effective the date they are completed online or in person, regardless of the date the student last attended class and even if the student never attended class. A student unable to appear in person must contact the enrollment services office.

Canceling a check will not cancel registration nor constitute a drop/withdrawal. Drops/withdrawals may reduce the amount of an individual payment plan (IPP) but the student is responsible for any remaining balance. The College may apply the appropriate refund for College initiated actions, such as but not limited to, cancelled classes, schedule adjustments to be in compliance with College policy, or underpayment of tuition and fees subject to the pay-as-you-go process.

# Financial Aid

<b>REFUND TABLE</b>				
Semester Credit Hour Charges retained by the College				
	<b>100% Refund-All Charges credited back to the student's account</b>	<b>70% Refund-The College retains 30% of the original charges.</b>	<b>25% Refund-The College retains 75% of the original charges.</b>	<b>0% Refund-The College retains 100% of the original charges</b>
<b>Texas Resident (In-District) Tuition</b>	\$0	\$12.90 per semester credit hour	\$32.25 per semester credit hour	\$43.00 per semester credit hour
<b>Texas Resident (Out- of-District) Tuition</b>	\$0	\$25.20 Per semester credit hour	\$63.00 per semester credit hour	\$84.00 per semester credit hour
<b>Non-Texas Resident Tuition</b>	\$0	\$40.20 per semester credit hour	\$100.50 per semester credit hour	\$134.00 per semester credit hour
The College retains either 0%, 30%, 75%, or 100% of the original charge related to any refundable course fees or the general service fee depending on the specific date of withdrawal.				

- Meet requirements specific to the financial aid program for which students are applying
- Enroll for at least the minimum number of hours required by each program

## Eligibility Date (Census Date)

If students register for a term and decide that they do not want to attend, they must withdraw themselves from their courses before classes begin. If they do not withdraw themselves, they may receive grades of F in registered courses which will impact their grade point average and incur a potential liability for financial aid recipients.

In general, eligibility for financial aid is based upon the number of hours in which students are enrolled as of the census date. The census date is the 12th class day during the long term and the eighth class day during the Summer term. If students are enrolled in part-of-term classes, eligibility will be calculated and payment made after the part-of-term classes begin.

If students partially or completely withdraw, and the withdrawal date is prior to the census date, eligibility for aid will be recalculated or, if applicable, rescinded.

## Concurrent Enrollment

Federal regulations prohibit a student from receiving financial aid funds under Title IV programs while enrolled at more than one college or institution at the same time. A San Jacinto College student who registers concurrently at another school and receives Title IV aid at both schools must officially withdraw from one of the schools so his/her financial aid can be processed at the appropriate school. If the student does not officially withdraw, all San Jacinto College financial aid will be rescinded, and the student will be accountable for reimbursement of these funds to the College.

# FINANCIAL AID

## Campus Financial Aid Services Office

The primary purpose of the campus financial aid services office is to provide financial assistance in the form of grants, scholarships, loans, and employment opportunities to qualified students who, without such assistance, would be unable to attend college.

Students should contact the campus financial aid service office on their campus for assistance in completing financial aid or scholarship applications, and for answers to specific questions about the financial aid process.

## Eligibility

In general, to be eligible for financial aid, students must:

- Be a U.S. citizen or an eligible non-citizen
- Have a high school diploma, GED or its recognized equivalent.
- Be enrolled in a certificate or degree program
- Be making satisfactory academic progress
- Not be in default of a federal or state student loan or owing a repayment on any federal grant

## Financial Aid Services Steps

Completing the following steps by the priority processing date will increase the chance of the financial aid application being reviewed prior to the beginning of school:

1. Apply for admission to San Jacinto College online at [www.sanjac.edu](http://www.sanjac.edu). Returning students who have not attended San Jacinto College during the past year may need to submit a new application. Please keep in mind that students must be admitted to San Jacinto College prior to any financial aid processing taking place.
2. Submit an official high school (or GED) transcript to the San Jacinto College campus enrollment services office.
3. Transfer students must submit official college transcripts from each institution attended that includes all classes attempted and file a request with the enrollment services office to have the transcripts evaluated. Students who have taken classes outside the United States must have courses evaluated by a foreign transcript evaluation company.
4. Register with Selective Service at [www.sss.gov](http://www.sss.gov) if a student is a male, age 18 to 25.
5. Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Our school code is: 003609
6. Reply immediately to all communication from the College that requests additional information.
7. Register for classes.
8. For financial aid disbursement see Credit Refund and Financial Aid Disbursement section.

## Procedures

Students should apply for federal funding and follow the progress of their financial aid application on the Web.

1. Students can follow the progress of their financial aid application by viewing the SOS website, under the “My SanJac” link at [www.sanjac.edu](http://www.sanjac.edu), for the following actions:
  - Check the status of a financial aid file, including documents that are requested
  - View financial aid awards
  - Determine if funds have arrived at the school
  - Determine if funds were transferred to your SanJac Card
  - Determine remaining eligibility for future terms
  - Check any updates to financial aid account
  - View grades and academic transcript
2. If students have been awarded financial aid they can expect the aid to be posted as “authorized” aid to their account at the time of registration. The updating occurs on a regular and frequent basis. If the aid has not been authorized within 24 hours of registration, students should contact the campus financial aid service office to determine if a problem exists. Financial aid funds are officially applied against student accounts on the census date. If student fees are paid by a third party, students MUST visit the campus business office to sign the paperwork to have the third party payment applied. Once payment has been applied, the PAID flag is set on the account. The PAID flag prevents the purging of registration for non-payment.
3. Once aid has been authorized, students will also be able to go to the campus bookstore, during the time posted by the bookstore, to charge books and supplies to their grants, loans, and some scholarship proceeds within 24 to 48 hours after they have been authorized to pay their tuition and fees. Students will need their student ID number and a photo ID to charge against any available funds. Please check with the campus bookstores or the campus financial aid services office for the dates they may charge.
4. Any unused balances from financial aid funds (grants and/or loans) will be transferred to the student’s SanJac Card. After eligibility has been confirmed, financial aid balance refunds are issued 30 days after the first day of classes. Students may track the status of their balance refund by logging into SOS and viewing the “Account Summary by Term” section under “My Financial Aid.”
5. If students register for classes and financial aid is authorized on their account, and they do not attend San Jacinto College, they must contact the enrollment services office and the campus financial aid services office before the first day of class. Failure to do so could result in being billed for accumulated charges.
6. If students have been awarded financial aid for Fall and Spring terms and they decide not to register for Fall, all of their financial aid awards will be cancelled for both Fall and Spring terms. If they decide to attend San Jacinto College in the Spring term, they must immediately notify their campus financial aid services office and inform them that they wish to be considered for financial aid for the Spring term. There is no guarantee that students will receive the same aid as originally awarded due to limited funding in some grant programs.

# Financial Aid

## FAFSA School Code (003609)

The Free Application for Federal Student Aid (FAFSA) determines eligibility for aid. The FAFSA is available online. The San Jacinto College school code 003609 should be reported on the application, regardless of the campus you will attend. Go to: [www.fafsa.gov](http://www.fafsa.gov) for details.

## Deadlines

Students must apply for financial aid each year. If students wish to receive priority consideration, they should apply as soon as the FAFSA is available, usually after Jan. 1. Awarding of aid is done in a batch process, with the student demonstrating the highest need within the batch receiving first consideration, subject to the availability of funds. Funds for most financial aid programs are awarded on the basis of demonstrated financial need (except unsubsidized Stafford and PLUS loans).

Awarding of aid will begin approximately the first working day of April. However, any financial aid applications completed after the last working day of June for Fall; October for Spring; or April for Summer will not be processed prior to the start of the term. An application is considered complete when all documents needed by the campus financial aid services office and the enrollment services office are on file; and/or spouse/parents, if applicable, have provided complete and correct data.

**Student applications completed after the deadlines above, may still receive aid. However, they will have to pay for their own tuition, fees, books, and supplies at the time of registration.**

## Before Beginning a Free Application For Federal Student Aid (FAFSA)

Students must obtain a PIN to electronically sign the FAFSA. For a dependent student, their parent(s) should also apply for a PIN so they can electronically sign the FAFSA. For those who do not have a PIN, one can be obtained at [www.pin.ed.gov/](http://www.pin.ed.gov/). Please note: any FAFSA that has not been submitted with the required signature(s) will be rejected by the Department of Education and cannot be processed.

## Email Address

Students should be sure to include their new San Jacinto College email address on the FAFSA to ensure faster correspondence from the Department of Education. Specifically, students will receive a link where they will be able to view the analysis of the data you submitted on their FAFSA. In addition, the financial aid office will use the student email address to correspond with them. All students are strongly encouraged to check their SJC email account at: [www.sanjac.edu/email](http://www.sanjac.edu/email). San Jacinto College will only send electronic communications to this email account.

## Major Sources of Financial Aid

For additional information about federal financial aid programs, including eligibility guidelines, students are encouraged to read "Funding Education Beyond High School: The Student Guide," which is published by the U.S. Department of Education and is available from their website at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). By visiting the Texas Higher Education Board website at [www.collegefortexans.com](http://www.collegefortexans.com), students will find valuable information about many forms of state assistance that are available to qualified students.

## Types of Financial Aid Programs

### Grants

*(Aid that does not have to be repaid)*

1. Federal Pell Grants are available to students who demonstrate financial need within the established federal guidelines. To determine need, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information students and/or their parent/spouse provides on the FAFSA. The formula produces an Expected Family Contribution (EFC) that is an indication of how much a student's family is expected

to financially contribute toward the cost of their education. For those who qualify, the Pell Grant is intended to be the primary award of their financial aid package and is the starting point for financial assistance at San Jacinto College. Pell Grants are awarded only to the undergraduate student who has not earned a bachelor's or professional degree from any institution. The amount of aid is based upon the number of hours enrolled and the EFC determined by government analysis of the information submitted by the family on the FAFSA.

2. Federal Supplemental Educational Opportunity Grant (FSEOG) is limited by the availability of funds and is only awarded to those with exceptional financial need. Priority will be given to Federal Pell Grant recipients.
3. Texas Public Education Grant (TPEG) is authorized by the State of Texas from tuition revenues generated by San Jacinto College. TPEG is available to those who demonstrate financial need. The amount of the award varies, depending upon residency, the number of hours enrolled and the availability of funds.
4. TEXAS Grant (Toward Excellence, Access and Success) is a need-based grant authorized by the State of Texas. To receive consideration, the EFC must not exceed \$4,000. Students must be residents of Texas and must have graduated from Texas high schools on or after May 1998. In addition, students must have completed the recommended or advanced high school curriculum and it must be stamped on the high school transcripts or verified by the high schools in writing. Students may continue to receive the awards for up to 150 credit hours or six years, whichever comes first, if students stay in college and continue to meet the eligibility requirements. Students must enroll at least three-quarter time

(nine term hours) within 16 months of high school graduation and they must not have been convicted of crimes involving a controlled substance.

5. Texas Educational Opportunity Grant is also a need-based grant authorized by the State of Texas. To receive consideration, students must be Texas residents, be enrolled at least half-time (six term hours) in a certificate or associate degree plan at two-year institutions, demonstrate financial need with an EFC of \$2,000 or less (as determined by a standard need-analysis process), not have been convicted of felonies or crimes involving controlled substances, not have associate degrees or baccalaureate degrees and not be eligible for Texas Grants.

*NOTE: Students who are transferring to San Jacinto College and are eligible to receive a Renewal TEXAS Grant or Renewal Texas Educational Opportunity Grant must notify the campus financial aid services office by Oct. 1 for the Fall and by Feb. 1 for the Spring or eligibility to receive consideration will be forfeited.*

**Funding for all grant funds, except Pell Grant, is limited and subject to availability. Not all students who qualify will receive a grant.**

## **Loans** **(Aid That Must Be Repaid)**

San Jacinto College participates in the William D. Ford Direct Loan Program. The Direct Loan program allows students or parents to borrow loan funds directly from the Federal Government. The William D. Ford Direct Loan program serves as the lender and servicer for the life of the loan.

Direct Lending provides two types of education loans that are used by many San Jacinto College students and parents. The Federal Stafford Loan is available to students, while the Federal Parent Loan for Undergraduate Students (PLUS) is available to parents of undergraduate students. Both loans require that students enroll in a degree program at the half-time level or above.

The Federal Stafford Student Loan (subsidized) is a low-interest, long-term loan available if students demonstrate financial need. Students are not charged interest before repayment begins or during authorized periods of deferment. The federal government “subsidizes” the interest during these periods while students are enrolled at least half-time (six term hours).

The Federal Stafford Student Loan (unsubsidized), which is not awarded on the basis of demonstrated financial need, is available to an independent student or a qualified dependent student, who needs additional assistance. Students will be charged interest from the time the loan is disbursed until it is paid in full. If students allow the interest to accumulate while in school or during periods of nonpayment, it will be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.

Federal Parent Loans to Undergraduate Students (PLUS) are available to parents of dependent students, not to exceed the cost of attendance, minus any financial aid awarded to students. These loans have a higher interest rate and the borrower is responsible for paying all the interest that accrues. Dependent students whose parents have been denied a PLUS Loan may qualify for up to \$4,000 in unsubsidized Federal Stafford Loan funds.

To apply for the Direct Loan program, students must sign their Master Promissory Note (MPN) and complete their entrance counseling session, at [www.studentloans.gov](http://www.studentloans.gov). Students will need their Department of Education PIN (the same PIN used for the FAFSA (Free Application for Federal Student Aid)) to e-sign their electronic MPN. Students will also need their social security number, date of birth, driver’s license number, and two personal references (full name, address, and telephone numbers) to complete their MPN. Once they have signed their MPN and completed the entrance counseling, they must submit the San Jacinto College District Loan Request Form.

Students awarded loans who graduate or drop below half-time enrollment status are required to complete an exit counseling ses-

sion. The exit counseling session helps students understand their rights, responsibilities, and repayment options as a borrower. Students must log onto [www.studentloans.gov](http://www.studentloans.gov) to complete the exit counseling session.

*Note: Students that have previously borrowed Stafford or PLUS loans under the FFEL program will graduate owing loan amounts to two different entities.*

## **Scholarships** **(Aid That Does Not Have To Be Repaid)**

A variety of scholarships, many funded through The San Jacinto College Foundation, are available from both institutional and private sources. Scholarship selection criteria may be based on demonstrated need, academic merit, or other specific qualifications, depending on the funding source. The funding source also determines the amount of the scholarship award. Throughout the year an online SJC Foundation scholarship application is available. Deadline dates vary. For additional information, students are encouraged to contact the campus financial aid services office well in advance of these dates.

## **Employment** **(Aid That Must Be Earned)**

Students must inform the College if they want to participate in the Federal Work Study (FWS) program.

Federal Work Study (FWS) is a federal work program that provides part-time on-campus employment to students if they demonstrate financial need. Students will earn at least minimum wage, (many jobs pay more) and may work up to 19.5 hours per week. Information regarding employment opportunities for Federal Work Study can be obtained at each campus career and employment center. It is important to remember, an offer of FWS does not guarantee a job or job placement.

Part-time employment is available through various departments and/or the career and employment center. Students should contact the appropriate campus office for additional information.

# Financial Aid

## Academic Requirements for Receiving Financial Aid

The Higher Education Act of 1965 (as amended) and the Texas Higher Education Coordinating Board mandate institutions of higher education to establish a standard of satisfactory academic progress for a student to receive financial aid. This standard must apply to a student's entire academic history, whether financial aid was received or not. In order to remain eligible to receive aid at San Jacinto College a student must meet these standards, as approved by the San Jacinto Community College District Board of Trustees.

### Satisfactory Academic Financial Aid Components

San Jacinto College requirements for receiving financial aid include the following components:

#### 1. Grade Point Average (GPA) Component

San Jacinto College uses the 4.0 grade point average system and numerical code:

<b>4.0</b> = <b>A</b>	<b>3.0</b> = <b>B</b>	<b>2.0 =</b> <b>C</b>	<b>1.0</b> = <b>D</b>	<b>0.0</b> = <b>F</b>
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A student is expected to maintain a minimum cumulative GPA of 2.0 based upon the aggregate number of hours attempted at San Jacinto College.

#### 2. Pass Rate Component

A student is expected to pass a minimum of 75 percent of all hours attempted at San Jacinto College. Beginning with the Fall 2011 term, transfer hours will be included in the pass rate calculation.

#### 3. Time Frame Component

A student receiving financial aid funds will be expected to complete his/her San Jacinto College educational objective or course of study within the first 90 hours attempted, including college preparatory and transfer hours.

Grades of F, FX, I, NG, W, repeated courses, ESOL, and college preparatory courses are counted in the aggregate total number of hours attempted. However, for repeated and ESOL courses, only the higher grade is used in computing the cumulative grade point average and pass rate. In addition, students will not receive aid for the third attempt if the class has previously been passed unless the program of study requires students to take the course more than twice.

### Review Procedure

Satisfactory academic progress will be measured at the end of each term for all students who are enrolled in credit classes, not just students who apply for financial aid. All students are expected to be in compliance with the Academic Requirements for Receiving Financial Aid at the time they receive aid.

#### 1. Academic Standards and Pass Rate

The SJC campus financial aid services office will determine whether or not students have successfully passed at least the minimum expected percentage (75 percent) of hours attempted at San Jacinto College with at least the minimum required GPA (2.0). Grades of A through D will be considered as term hours successfully passed.

Audited courses, credit earned by placement tests, repeated courses, or programs not approved by the U.S. Department of Education are not eligible for federal financial aid funding.

#### 2. Time Frame Component

During each review, the financial aid services office staff will determine the aggregate number of hours a student has attempted. Courses for which a student has received an incomplete, from which he/she has withdrawn, which have been repeated and which are defined as college preparatory classes will be counted in the aggregate. Once a student has attempted 90 hours, the student is ineligible to receive further consideration for financial aid. During the last term in which the student will reach the 90-hour limit, the student may receive aid for the number of hours for which he/she is enrolled.

### Transfer Students

Under the San Jacinto College Academic Requirements for Receiving Financial Aid, transfer hours must be taken into account in determining whether or not a student is in compliance with the Time Frame and Pass Rate Components. Transfer hours are not used in the computation of GPA components. A transfer student must have a transcript from each college/university attended, including foreign schools, on file in the office of enrollment services and must have the transcript(s) evaluated by the enrollment services office. A student who has attended a school outside the United States must also have the transcript(s) evaluated by the office of enrollment services, at his/her own expense, by a foreign transcript evaluation company to determine the highest credential earned.

### Warning

A student who has not met the Standards of Academic Progress, except for Time Frame Component, will be placed on financial aid warning. A student, if otherwise eligible, may receive consideration for financial aid during the warning term.

### Suspension

A student who fails to meet the standards of academic progress by the end of the term of warning or who has reached the 90-term hour Time Frame Component limit, will be placed on financial aid suspension and is not eligible to receive further consideration for financial aid.

### Probation

A student under this status is on an appeal and eligible for aid. Appeal students are required to meet appeal conditions to maintain eligibility, which includes following an academic plan.

### Regaining Eligibility

Except for the Time Frame Component, a student who has been suspended may regain eligibility for financial aid by:

Enrolling at his/her own expense and bringing himself/herself into compliance with the requirements.

Filing an appeal with the campus financial aid services office three weeks prior to the end of the semester.

A student who has not met the maximum Time Frame Component must file an appeal to be able to receive consideration for financial aid.

The appeal must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as injury, illness and death in the immediate family or undue hardship. A student must provide sufficient supporting information to explain his/her reason for lack of progress. In addition, an Academic Plan is required with every appeal. Students can obtain the plan from the office of educational planning and counseling.

If an appeal is approved, the student is placed on financial aid probation and required to meet the conditions stated on the approval letter without exception. If a student does not meet the conditions of the appeal, the student will be placed on financial aid suspension.

If an appeal is denied, the student may file a written request to meet with the Appeal Committee, which responds to all appeals in writing.

## Transfer Monitoring Students

Transfer Monitoring (TM) is the process by which schools must verify with the Department of Education through the National Student Loans Database System (NSLDS) a student's eligibility for financial aid if the student begins their study mid-year or the summer at San Jacinto College. Per regulation, during the seven-day period after their name is added to the NSLDS TM list, the College may not authorize or disburse Title IV aid to their account. It may take longer than seven days if, through NSLDS, any issues are identified that need to be resolved. During the seven-day NSLDS review, financial aid funds are not available to students and funds will not show on their financial aid file, even if previously offered. Students may determine when their file was put on TM hold and when it will go off hold by accessing their SOS account.

Students may take the following steps to check on their status:

1. Log into SOS
2. My Registration, Financial Aid & Student Record
3. My Student Record
4. View Holds

Any aid awarded to a student whose record goes on TM hold will be automatically reinstated after the seven-day period, unless there is an unresolved issue.

## Withdrawals, Grades and the Return of Title IV Funds

Students receiving federal monies to fund their college education are subject to the federal regulations requiring the student (and parent in the case of a PLUS Loan) and/or institution to repay any unearned portion of the federal funds awarded, credited or disbursed on behalf of the student (and parent) if the student completely withdraws, officially or unofficially, from classes prior to completing more than 60 percent of the term and parts of term in which the student enrolled.

The federal funds that are subject to "Return to Title IV (R2T4)" are the Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Subsidized and Unsubsidized Stafford Loans, Parent Loans for Undergraduate Students (PLUS).

## Additional Restrictions for Stafford and PLUS Loans

Subsidized and Unsubsidized Stafford Loans and Parent Loans for Undergraduate Students (PLUS) have additional restrictions. Students and parents may owe the College the full loan amount for loans certified by San Jacinto College after the mid-point of the student's payment period or the full amounts of second or subsequent loans disbursed, in addition to any indebtedness created by the return calculation, should the student officially or unofficially withdraw.

## Official Withdrawals

Official withdrawal occurs when the student completes the withdrawal process over the Web, or through the enrollment services office. The student is considered to have officially withdrawn from San Jacinto College when all courses are dropped for the semester. After the student is completely, officially withdrawn, the financial aid services office calculates the amount of earned and unearned aid by the student for the payment period and notifies the student at the address on file in the enrollment services office of any indebtedness created by the complete official withdrawal.

## Unofficial Withdrawals

The federal regulations consider any student who fails to successfully complete at least one course due to non-attendance during the term to have unofficially withdrawn. After grades are posted at the end of each term, financial aid services completes the return calculation for any Title IV financial aid recipient who fails to successfully complete at least one course. If San Jacinto College cannot determine the official withdrawal date, the mid-point of the student's enrollment may be used as the effective date of the complete withdrawal. Notification is sent to the student at the address on file in the enrollment services office.

## Attendance

Students are required to attend their classes and complete their assignments, including assignments in Blackboard for online classes, throughout the semester. Those who fail to meet this requirement will have their aid adjusted.

## Debts to the Department of Education

If the student owes the Department of Education, the eligibility to receive federal aid at any school will be lost until the debt is repaid or acceptable repayment arrangements are made with the National Payment Center of the Department of Education. San Jacinto College will assign any debt due to the Department of Education for processing.

# Veteran Information

## Debts to San Jacinto College

Funds owed to San Jacinto College are subject to San Jacinto College collection procedures. Federal regulations are subject to change without notice.

*NOTE: Once tuition and fees are paid or financial aid is applied, students are considered officially registered until they complete the term or officially withdraw. Students who have never attended class or classes are not eligible for financial aid funds. Students must submit withdrawal requests electronically or in writing on forms from the enrollment services office. See the Official Withdrawal section. Students are urged to take class enrollment and attendance seriously consider the amount of time required to successfully complete a class, and plan the number of hours in which they enroll. If need be, officially withdraw; simply not attending class or telling the instructor does not constitute withdrawal.*

## Veteran Information

Virtually all academic, vocational and technical courses leading to a degree at San Jacinto College are approved for veterans training.

Students who expect to receive veterans' benefits while attending school should contact the San Jacinto College Centers of Excellence for Veteran Student Success (CEVSS) located on the campus they will attend.

Disabled veterans who plan to attend school under the VA Vocational Rehabilitation program should contact the counseling and training office at the VA Regional Office in Houston at 713.383.1985, and contact the CEVSS located on the campus they will attend.

In certain cases, dependents of veterans may be eligible to receive VA benefits. For more information, contact the campus CEVSS.

For more information on VA eligibility requirements visit [www.gibill.va.gov](http://www.gibill.va.gov).

## Steps in Applying for Veteran Benefits

Veterans who have previously used VA educational benefits at a different college or university should:

1. Complete the online VA form 22-1995 at [www.gibill.va.gov](http://www.gibill.va.gov).
2. Submit the DD-214 member 4
3. Submit official transcripts from all schools attended including military and non-accredited schools.
4. Submit a copy of the Certificate of Eligibility

All documents should be taken to the CEVSS located on the campus.

Veterans filing under the Montgomery GI Bill, Chapter 30 or 33 (Post 9/11 GI Bill) should:

1. Complete the VA form 22-1990, Application for Educational Benefits
2. Submit the DD-214 member 4
3. Submit official transcripts from all schools attended including military and non-accredited schools
4. Submit a copy of the Certificate of Eligibility

All documents should be taken to the CEVSS located on the campus.

Veterans filing under the GI Bill, Chapter 1606 or 1607 should:

1. Complete the VA form 22-1990, Application for Educational Benefits, at [www.gibill.va.gov](http://www.gibill.va.gov)
2. Submit their NOBE
3. Submit the DD-214 member 4, if applicable
4. Submit a copy of the Certificate of Eligibility
5. Submit official transcripts from all schools attended including military and non-accredited schools

All documents should be taken to the CEVSS located on the campus.

Dependents using Fry's Scholarship or Chapter 35 should:

1. Complete the VA form 22-5490 (Application for Educational Benefits). If the child wants to apply for Fry's Scholarship please place a note in the remark section that the dependent wishes to receive benefits under Fry Scholarship instead of DEA
2. Request all official academic transcripts (including military)
3. Submit a copy of the Certificate of Eligibility
4. Additional documents may be required such as a current schedule fee bill and degree plan before a veteran can be certified for benefits. Please notify your VA representative if you qualify for any kickers or additional contributions you would like to use during the term.

## Class Attendance

The VA requires class attendance for students to be eligible for VA benefits; however, only the last day of attendance is reported. An eligible person will be paid only to the last day of class attendance when he/she withdraws from school.

Students receiving veteran benefits should not stop attending classes without properly withdrawing. Students should formally withdraw online or in person through the enrollment services office, and notify their campus VA Certifying Official of the last day of attendance before they withdraw. Students may have to pay back money received for such courses.

## Course Withdrawal

The VA does not allow automatic payment of benefits for a grade of W or I. Incomplete grades will be reported to the VA as non-punitive. Students who drop courses may have to pay back money received for such courses.



The VA will allow payment only in cases of mitigating circumstances and students will be required to explain in writing to the VA the reason for their withdrawal from courses. There is a one-time exclusion for dropping up to six credit hours.

Before withdrawing from an academic course, the students must notify the campus VA Certifying Official in order to have their VA hold removed. The student is responsible for withdrawing from an academic course by following the standard College procedures. Students must also notify their VA representative. If students need to drop a college preparatory course, an educational planner/counselor's approval must be obtained. Students needing further assistance may contact the enrollment services office on their campus.

## Repeating Courses

No student may retake a course for VA benefits in which a passing grade or a temporary grade of I has been awarded. The student is responsible for knowing which courses have been completed. The College will immediately notify the VA of any course duplications and appropriate changes will be made when a student has taken an unapproved course. Students may not retake successfully completed courses.

## Program Requirements

VA regulations require that persons who have declared a degree plan take courses leading toward that objective. Any deviation from the approved program cannot be certified for VA benefits. Students should request a change of program before enrolling for courses outside the approved program. Electives not suggested in the catalog should be approved by the campus VA Certifying Official. All veterans are exempt from developmental classes, however if veterans want to be certified for developmental course work, they must show a need by taking a placement exam.

## Tutoring

All students who receive VA educational allowances under chapter 30, 33, 35, and 1606 may be eligible for tutorial assistance paid by VA. Students needing extra tutoring should contact the College CEVSS located on the campus they will attend to process a tutorial assistance application.

## VA Academic Standards of Progress

The Department of Veterans Affairs requires that a student make satisfactory academic progress to be eligible for VA educational benefits.

Also, VA students on academic suspension will be reported to the Department of Veterans Affairs and will not be eligible for educational benefit payments until approved by the VA.

All students receiving VA educational benefits are subject to the academic conditions under the Academic Probation and Suspension Table located in the catalog under Student Grades and Records. The exception to this table: For any student on continued probation, VA benefits will be suspended if the student's institutional GPA does not meet or exceed a 2.0. Students may then submit to the VA a written statement of mitigating circumstances request resumption of VA benefits.

Any student on continued probation may be certified for VA benefits for two terms. However, after two terms on continued probation, VA benefits will be suspended if the student's GPA does not reach 2.0. Students may then submit to the VA a written statement of mitigating circumstances and request resumption of VA benefits. Note that certain program GPA requirements exceed VA GPA requirements.

## Students Enrolling Under the Hazelwood Act

An act of the Texas Legislature known as the Hazelwood Exemption Act provides the following: All veterans who, at the time of entry into the U.S. Armed Forces, were Texas residents, designated Texas as home of

record, or entered service in Texas, and who were honorably discharged or discharged under honorable conditions after serving on active duty (excluding training time) for more than 181 days, are exempt from paying tuition and certain fees.

The Hazelwood Act also allows veterans to use other federal aid in conjunction with Hazelwood benefits. An eligible person is limited to a maximum of 150 credit hours attempted. Students who are in default on an educational loan guaranteed by the state of Texas, are not eligible to receive Hazelwood benefits. To comply with the requirements of the State Auditor's Department, during or before registration, veterans or qualifying dependents must present six documents for the files at San Jacinto College:

### Veteran:

1. The member 4 copy of DD-214 (separation papers)
2. Provide proof of eligibility or ineligibility for Chapter 33, from VA office in Muskogee, OK, if the veteran served after 09/11. In the event the veteran is eligible for chapter 33, the cost of enrollment for the term may not exceed the value of Hazelwood (COE is required). Please request an education benefits letter by calling 1.888.442.4551.
3. A completed formal application for Hazelwood Act benefits. Applications are furnished by the College. The application packets available are HE-V for veterans who have never used the exemption and HE-P for previous exemption recipients.
4. A Hazelwood transcript from all schools attended since Fall 1995, showing credit hours attempted under the Hazelwood Act

*Note: Veterans may use the Hazelwood Exemption in conjunction with the Pell Grant, if eligible. However, compliance with the "default loan" clause will be verified by the school.*

# Veteran Information

## Children and Spouses:

1. The member 4 copy of DD-214 (separation papers)
2. A letter from the Department of Veterans Affairs Office stating the parent or spouse died as result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a service-related injury or illness.
3. Provide proof of eligibility or ineligibility for Chapter 33, from VA office in Muskogee, OK, if the veteran served after 09/11. In the event the veteran is eligible for chapter 33, the cost of enrollment for the term may not exceed the value of Hazelwood (COE is required). Please request an education benefits letter by calling 1-888-442-4551.
4. A completed formal application for Hazelwood Act benefits. Applications are furnished by the College. The application packets available are HE-D for eligible children and spouses who have never used the exemption and HE-P for previous exemption recipients.

## Transferability of Benefits:

Eligible veterans may assign unused hours to a child under certain conditions. The following documents are required.

1. The veterans member 4 copy of DD-214 (separation papers)
2. Copies of birth certificate, marriage certificates, or tax returns may be requested
3. A completed formal application for Hazelwood Act benefits. Applications are provided by the College. Veterans must complete: HE-V or HE-P application packet and TUTT application packet for transfer of unused hours. Children must complete: HE-T application packet for a child who has received transferred hours

4. A transcript from all schools attended since Fall 1995, showing credit hours attempted under the Hazelwood Act.

Unless the College has approved all of these documents at the time of registration, a veteran is not eligible to receive benefits under this act. Qualifying dependents must follow the same procedures that a qualifying veteran would follow. All documents must be released prior to the census date. Hazelwood Exemption Act application and additional information can be found at [www.collegefortexas.com](http://www.collegefortexas.com).

## Transfer Credit-United States Military

San Jacinto College may give undergraduate credit for demonstrated proficiency in areas related to college-level courses completed while in the United States military. The Defense Activity for Nontraditional Education Support (DANTES) and the Office of Education Credit and Credentials of the American Council on Education (ACE) will be the sources used to determine proficiency. In assigning credits of this nature, the recommendations of the American Council on Education (ACE) will be used as guidelines.

A maximum of 15 credit hours of course work from official transcripts below, and two credit hours of PHED activity courses awarded from the DD-214 basic training documentation, may be earned and applied toward a degree or certificate in this nontraditional manner. Only the courses that apply to the student's major and used for graduation will be evaluated and assigned credit. The credit will be evaluated as transfer work and will not appear on the San Jacinto College transcript. The courses will be assigned the grade of "CR" indicating credit. These grades will not calculate in the overall GPA of the student but the credit hours will count in the total hours for financial aid awards.

Any student wishing to earn credit for military experience must submit official transcripts. Students must have official transcripts mailed to the institution from the appropriate office depending on the student's branch of service:

American Council on Education (ACE)-(all service branches included) [www.acenet.edu/AM/Template.cfm?Section=Transcript\\_Services1](http://www.acenet.edu/AM/Template.cfm?Section=Transcript_Services1)

Army/American Council on Education Registration Transcript Service (AARTS) [www.aartstranscript.army.mil/](http://www.aartstranscript.army.mil/)

Sailor/Marine American Council on Education Registry (SMART) [www.navycollege.navy.mil/transcript.html](http://www.navycollege.navy.mil/transcript.html)

Coast Guard Institute (CGI) [www.uscg.mil/hq/cgi/ve/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/ve/official_transcript.asp)

DSST (formerly DANTES Subject Standardized Tests) [www.dantes.doded.mil/dantes\\_web/examinations/DSST.htm](http://www.dantes.doded.mil/dantes_web/examinations/DSST.htm)

CLEP [www.dantes.doded.mil/dantes\\_web/examinations/CLEP.htm](http://www.dantes.doded.mil/dantes_web/examinations/CLEP.htm)

Community College of the Air Force (CAF) (accredited and all college-level credits will be accepted) [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp)

The DD-214 will not be used to evaluate credit other than PHED activity.

If the transcripts are complex, students will be asked to identify the courses they think should apply to their major program. The official transcripts will be evaluated and the student will be notified of the number of credits up to 15 that will be accepted.

## College Libraries

Each San Jacinto College library provides a broad range of academic support services that include:

- Current print materials including books, magazines, and newspapers
- Electronic databases with access to over 19,000 full-text journals
- Thousands of electronic books
- Instructional videos

Professional librarians are always available in person and online to show you how to use the library and to help you locate information. Email reference inquiries may be submitted through the libraries' page on the San Jacinto College website.

Students can access the library catalog and research databases from home or work through the San Jacinto College website. In the library catalog, you can place holds on books, renew your books, and check your personal library records. You can also access library resources through Blackboard.

Textbooks, supplemental readings, and videos placed on reserve can be obtained at the reserve desk of the campus where the class is being taught. These items may be used inside the library. Copiers, copy cards, and scanners are also available at each library.

Most books are loaned for three weeks. You may renew your book(s) once, if no one else has placed a hold on the item(s).

The libraries have laptop and desktop computers that provide students with access to the Internet, Microsoft Office software, and other applications. Students who have their own laptops are welcome to use the wireless network available at each library. Assistive technology is available for persons with disabilities.

Students may request a TexShare card which provides access to materials from participating public and academic libraries across the state. Our interlibrary loan service may be used to borrow books or obtain articles not owned by any of the SJC libraries.

Note: Late fees for past due items vary from \$.50 to \$1 per day. Students are billed full replacement costs plus late fees for lost or damaged materials.

## Computer Access

Students have access to computers via the Interactive Learning Centers (ILC) and computer labs located throughout the campuses. The labs are equipped with personal computers and printers. Students are assigned an account to access a local area network that provides tutorial software as well as software for creating assignments, reports, accounting spreadsheets, statistical analysis, and computer programs. The

ILC offers access to the Internet, Microsoft Office, Blackboard, and other College supported applications with onsite lab support available. Lab hours are posted at the beginning of each semester.

## Child Care

Each campus operates a Child Development / Early Childhood Education Lab School, licensed by the Texas Department of Family and Protective Services. Children are enrolled in the Lab School on a first-come basis, as space is available, for one term or session at a time. Grants may be available for child care assistance.

## Textbook Repurchase Policy

Your San Jacinto College bookstores, located on all three campuses, are your providers for all your required textbooks, course materials and school supplies. With the largest selection of used books and digital titles (as available) the bookstores stock every book for every course offered at San Jacinto. Textbooks (when applicable) can also be rented for an entire semester at a savings of 55 percent off the price of a new textbook.

Textbooks purchased at the beginning of the term may be returned for 100 percent refund, subject to the following conditions.

1. A register receipt must accompany all returns.
2. Items must be in original condition. New books must be in new condition (no markings in book at all). Books with software and CDs, videos, etc., must be in original condition. No refund if seal or shrink-wrap is broken.
3. Contact the bookstore for specific refund periods.
4. Refunds will not be given on any textbook purchased after the term's refund period ends.

Bookstores will buy back textbooks at the end of each term. Bookstore decisions about whether to buy back any textbook are determined by the need for that book in the next term. Cash register receipts are not required to sell books back to the bookstores, but a valid student ID is required. Contact the bookstore for specific buyback dates.

North Campus	281.459.7111
South Campus	281.922.3410
Central Campus	281.476.1898

## Commuter Campus

San Jacinto College is a commuter college, so dormitories are not located on college campuses. A variety of apartments are located within close proximity to the College campuses.

## Student Services

San Jacinto College provides a comprehensive network of support services to create a supportive, stimulating academic environment that extends beyond the classroom. The student services program helps students achieve their educational and vocational goals by providing knowledgeable counseling and opportunities for leadership, personal enrichment, and recreation.

## Campus Activities

San Jacinto College believes that students acquire many of their most lasting impressions in college in co-curricular and extra-curricular activities. The College provides a variety of campus activities to meet the interests and needs of all students. These campus activities enrich the college experience through a wide variety of social, cultural, intellectual, and recreational programs that complement the students' classroom experiences.

# Services and Activities

The student life office has information on dozens of student organizations, festivals, game room hours, lecture series, community service projects, and leadership development programs. Student organizations are a major component of the student life and activities program. Belonging to a professional, social, cultural, or special interest group on campus allows a student to acquire new interests, develop leadership and management skills, and meet new people.

Participating in extracurricular programs can make a difference between getting behind and getting ahead in college and in a career. Many employers see campus involvement as a key indicator of a student's potential for success with his/her company. Therefore, students are encouraged to participate in campus activities for both personal and professional enrichment.

## Recreational and Intramural Sports

The San Jacinto College campus rec department provides students opportunities to enjoy a variety of sports such as volleyball, basketball, indoor soccer, pool, table tennis, and more. All eligible students are welcome to participate in the program's individual, dual, or team sports. Most activities are free for eligible students. For more information, contact the student life office.

## Disability Services

The Disability Services office assists both academic and technical students with disabilities to provide reasonable accommodations. The Disability Services staff will assist students who may need accommodations such as extended testing, resource referral, adaptive equipment, coordination with interpreters and registration assistance.

Child care assistance is available through the Carl Perkins Grant on the South Campus for eligible students who are enrolled in certificate of technology and/or associate of applied science degree programs.

Inquiries about Disability Services may be addressed to the Disability Services office.

Central Campus 281.476.1014

North Campus 281.459.2317

South Campus 281.922.3444

## Career and Employment Center

Part-time and full-time employment listings are available to current and former students in the career and employment center via an online database. This database lists employment, internship, and volunteer opportunities from employers in a variety of fields and with different skill requirements. In addition to the online database, employers recruit students at each of the campuses throughout the year.

During each term, the career and employment center conducts workshops on such topics as résumé writing, interviewing, job search strategies, and career transitions. Books, videos, and informational handouts related to job search are also available.

The College sponsors job expos held at each campus during the year at which employers conduct interviews and educate students about employment and industry requirements as well as job availability. These expos are open to the community and to San Jacinto College students and alumni.

To register with the career and employment center, go to [www.myinterfase.com/sjcd/student/](http://www.myinterfase.com/sjcd/student/) or visit your campus career and employment center. Online registration is approved in one to two business days, and a login and password will be sent to the email address listed in the registration.

Central Campus 281.476.1805

North Campus 281.459.7156

South Campus 281.922.3488

Individual assistance is available for résumé review, mock interview sessions and career development. Services are free.

## Official Communications

The College considers the following as official notifications: Communications to the entire student body properly delivered through San Jacinto College email, text message, voicemail, and/or posted on the official San Jacinto College website, Blackboard, campus bulletin boards, or published in the Catalog, Student Handbook, or the school newspaper.

At times, the College may need to request a student to report to an administrative or faculty office for a conference. This request may be in person, by letter, email, or by telephone. Students who fail to comply with such a request may be subject to disciplinary action.

## Emergency Closings

Providing a safe and secure environment for our students, faculty, and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees will receive notice via the SJC AlertMe system, if they have signed up. The SJC AlertMe system sends voice, text, and/or email messages in the event of a College closure or other emergency. Sign up for SJC AlertMe through S.O.S. There is no cost to sign up for this notification service. However, when the system sends a message to personal phones, students are responsible for any charges from their phone service provider associated with receiving voice or text messages.

Students and employees may also refer to the College website or the emergency information line at 1-888-845-5288, for the most immediate and current information regarding closure status. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations.

## Student Email Account

Email service is provided to all San Jacinto College students. This account will be used by the College as the primary email account for student communications and is tied to Blackboard courses for communications with faculty and other students. An email address will automatically be generated for a student who has registered and paid for a class at the College. This email service is for student use only. Features of the service are available at [www.sanjac.edu/email](http://www.sanjac.edu/email).

## Student Rights and Responsibilities

### Honesty Statement

San Jacinto College students are expected to exhibit honesty, integrity, and high standards in their academic work. Members of the College community benefit from an open, honest educational environment. Everyone is responsible to encourage and promote academic integrity, a code of moral and artistic honesty.

### Cheating and Plagiarism

The following policies concerning cheating and plagiarism are printed for the information of all students. The gaining of knowledge and the practice of honesty go hand in hand. The importance of knowledge, properly gained, is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by rules against cheating and plagiarism. Students should refer to the Student Handbook for policies and procedures on cheating and plagiarism.

Any act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below.

#### Cheating

The College defines cheating as dishonesty of any kind on examinations and written assignments; illegal possession of examinations; possessing crib notes during an examination, whether used or not; illegally obtaining information during an examination from the examination paper or from another student; assisting others to cheat;

alteration of grade records and illegal entry or presence in any office are instances of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work as his/her own. This applies to examination of whatever length, as well as to final examinations, daily written reports, and term themes.

#### Plagiarism

Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he/she takes from another, whether a fellow student or a resource writer, is guilty of plagiarism.

#### Responding to Violations

The instructor has responsibility for initiating disciplinary action in response to violations of the rules against dishonesty.

#### Penalties

If, in the judgment of the instructor, cheating or plagiarism has occurred, he or she may assess an appropriate penalty: an F on the assignment, an F in the course, and/or a recommendation that the student be suspended from the College. The instructor will notify the student of his or her decision concerning the student's grade and whether or not further disciplinary action is recommended before filing the report as indicated below. Should the instructor recommend suspension of the student, the vice president for learning has the responsibility and authority to determine whether the student will be suspended. The instructor should also communicate with his or her department chairman and dean regarding any violation of College policy regarding student honesty.

#### Reporting Cheating and Plagiarism

The instructor prepares a report for the vice president for learning, the dean, and department chair. The report indicates the nature of the cheating incident and the student's grade in the course. If the instructor judges it appropriate to recommend suspending the student from the College, the report will include that recommendation.

The student has the privilege of making a written declaration on his or her own behalf. Copies of this declaration, which are not construed as an appeal, but for information only, will be filed with the vice president for learning.

#### Change of Name or Address

The College expects students who change their names, residences, email address or mailing addresses to notify the enrollment services office immediately. The College considers any communication sent to the name and address given by a student on College records to be properly delivered.

#### Unattended Children on Campus

San Jacinto College occasionally offers classes and activities for children. At all other times children may not remain unattended on campus, nor may children attend classes with their parents.

#### Retention of Student Work

The College may indefinitely retain all work submitted to a professor in a course, including but not limited to tests, term papers, reports and projects.

#### Student Intellectual Property

Students shall retain their intellectual property rights on projects produced as a result of their individual initiative with incidental use of College facilities and resources. If the student is working on a project initiated and funded by San Jacinto College, ownership resides with the College.

#### Student Absences for Religious Holy Days

In accordance with Senate Bill 738, a student who is absent from classes to observe a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence, if (1) not later than the 15th day after the first day of the term, the student notifies the professor of each class that the student will be absent for a religious holy day and (2) the student person-

# Policies and Procedures

ally delivers the notification in writing to the professor of each class (with receipt of the notification acknowledged and dated by the professor) or sends a notice by certified mail (with return receipt requested) to the professor of each class.

A student who is excused under Senate Bill 738 will not be penalized for the absence, but the professor will respond appropriately if the student fails to complete satisfactorily the assignment or examination.

## Student Right-to-Know

The College publishes a statement of Student Rights and Responsibilities in the Student Handbook. The College makes available statistics regarding completion and graduation rates of full-time certificate and degree-seeking students. The reports are available at each campus president's office. The campus police department reports campus crime statistics.

## Equity and Accommodation

San Jacinto College is dedicated to providing the least restrictive learning environment for all students. The College promotes equity in academic access through reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA), which allow students with disabilities access to all post-secondary educational programs and activities.

## Family Education Rights and Privacy Act (FERPA)

In all instances, legal directives and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Texas Public Information Act pertaining to student records shall be followed.

The College gives access to records only to those persons and agencies that the Privacy Act specifies and the College will keep a record of all persons who receive access.

The College will release only directory information without a student's consent including high school dual credit/early admission students. Directory information

includes the student's (1) name, (2) address, (3) email address (4) telephone listing, (5) age, (6) major program of study, (7) classification, (8) eligibility for and participation in officially recognized activities and sports, (9) dates and terms of attendance, (10) number of term hours in progress, (11) enrollment status (full-time or part-time), (12) eligibility for and honors and awards received with dates that the honor or award was received, (13) dates of degrees and awards received, (14) previous educational institutions attended and (15) weight and height of members of athletic teams and sports statistics.

A student may ask that this information be withheld from the public in a written request to the enrollment services office. The student may make this request at any time. Once a student has requested that directory information be withheld, no information will be released except with written approval from the student.

School officials (faculty, administrators and staff, including part-time and student workers) may have access to student records when a legitimate educational interest exists. Students wanting their parent, friend, or other individual to access or obtain their records should give that person a signed release specifying what they need and a photocopy of the student's picture ID.

The College may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. The term "school official" also includes representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive

clinical training as part of their educational programs.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

## Discrimination and Harassment

It is the policy of the San Jacinto College to provide an educational, employment, and business environment free of discrimination based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination.

The College strives to maintain a learning environment free of harassment. The College will promptly investigate all allegations of harassment and take appropriate disciplinary action against individuals who engage in unlawful behavior. Disciplinary action may include dismissal of employees or expulsion of students.

## Grievance Procedure for General Complaint

A general complaint is a College-related problem or condition that a student believes to be unfair, inequitable, or a hindrance to the educational process or the conduct of on-campus business. The general complaint procedure is the process by which a student may communicate a general complaint.

The general complaint procedure is designed to provide the student with the opportunity to express his or her views on College-related conditions that impede his or her education and to seek relief from those conditions. It is not intended, nor may it be used, to supplant other grievance/complaint/appeals procedures designed to address certain matters for which special procedures are published. Specifically excluded from the general complaint procedure are grievances related to: sexual harassment; discrimination or harassment on the basis of race, color, religion, national origin, gender, disability, pregnancy, marital status, sexual orientation, veterans status, or

age; grade disagreements or appeals; traffic ticket appeals; and grievances or appeals filed under the procedure for violations of student life conduct policies.

## General Complaint Procedure

Students who wish to file a general complaint should follow these steps:

**STEP 1.** Should, when necessary, consult with a counselor in the counseling center for guidance to the appropriate responsible person under Step 2 or Step 3.

**STEP 2.** Should first discuss the complaint with the College employee most directly responsible for the condition which brought about the complaint. Most matters will be resolved at this level.

**STEP 3.** If the discussion in Step 2 does not resolve the matter to the student's satisfaction and the student wishes to pursue the matter, the student may discuss the matter with the next level of supervisory authority.

**STEP 4.** If the discussion in Step 3 still does not resolve the matter to the student's satisfaction, the student may file a written presentation of the complaint with the dean of student development. The dean of student development is responsible for taking appropriate action on matters within his or her jurisdiction, or for routing the complaint to the appropriate senior administrator for action.

**STEP 5.** If the response in Step 4 does not resolve the matter, the student may file a written presentation of the complaint with the campus president.

## Student Grades and Records Classification

A freshman is a student who has accumulated fewer than 30 term hours of college credit. A sophomore is a student who has accumulated 30 or more hours of college credit.

## Grade Range

Percentage grades, when used, are converted to these letter grades:

Range	Grade	Point Value
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 60	F, FX	0

## Grade Point Average (GPA)

Earned grade points are calculated by multiplying the number of credit hours of the course by the grade point value of the grade received in the course. For example, in a three-term hour course, an A produces twelve grade points; a B produces nine grade points; a C, six grade points; a D, three grade points; and an F or FX, zero grade points.

The grade point average is computed by dividing the total grade points earned by the total number of term hours completed in unduplicated courses with grades of A, B, C, D, F or FX. Grade point average computations include only courses completed at San Jacinto College. For repeated courses only the highest grade is used in computing the cumulative grade point average. Grades of I, N, W and WL are neutral and are not included in any grade point average.

## Overall Institution Grade Point Average

The College has established 2.0 as the minimum grade point average requirement for a student to remain in good academic standing. (See the Academic Status section.) The transcript Grade Point Average (GPA) is calculated on the basis of all credit posted to the San Jacinto College transcript, including credit hours in college preparatory courses. If a student repeats a course, which may not be repeated for credit, only the highest grade earned in the course is used in determining the GPA. The graduation GPA is calculated using only college-level courses. Students will be denied graduation if the transcript GPA is less than 2.0.

## Scholarly Achievement

At the end of each long term, a Dean's Honor List is compiled. In order to be listed, a student must have earned a grade point average of at least 3.5 as a full-time student (12 or more hours completed during the term). The Dean's Honor List is recorded on the official transcript each term the student qualifies.

Another recognition is Phi Theta Kappa (PTK). To be eligible for membership into Phi Theta Kappa, a student must have completed at least 12 hours that may be applied to an associate degree, have a 3.5 grade point average, receive an invitation for membership from the chapter at San Jacinto College, and must adhere to the moral standards of the society.

The National Society of Collegiate Scholars (NSCS) is also available to students. To be eligible for membership, a student must have completed 15 or more academic college-level hours (excluding technical and college preparatory) with a 3.6 grade point average and, receive an invitation for membership from NSCS.

Students in technical programs have an opportunity to join the National Technical Honor Society (NTHS). To be eligible for membership, a student must have a 3.5 grade point average on all technical courses, a recommendation from an instructor, and have completed 3-5 hours of community service.

The honors program is another opportunity to enrich a student's college experience. Students with a 3.25+ cumulative GPA on at least 12 hours of college credit courses, or first-time-in-college students with one of the following are eligible for the Honors Program: a 3.25+ GPA; score of 4 or 5 on an AP exam; top 20% of high school class; 1100 SAT (reading + math); or 26 ACT. Documentation, such as official transcripts, must be provided with the Honors Program application.

## Final Examinations

The vice presidents for learning establish the times and dates of final examinations. Professors must follow those published schedules and students may not take final examinations earlier than the times designated in the published schedules.

## Grading System

Term grades for all students are entered electronically by the faculty at the end of the term. Once the grades have all been entered, GPAs and academic standings are re-calculated and posted to the academic record as quickly as possible. Students can view or print their grades online through the Secure Online System (SOS).

The College uses these grades to evaluate students' academic performance.

Grade	Grade Points Per Credit Hour Earned	
A	Excellent, superior achievement	4 grade points
B	Good, above average achievement	3 grade points
C	Average, acceptable achievement	2 grade points
D	Passing, marginal achievement	1 grade point
F	Failure, unsatisfactory achievement	0 grade points
FX	Failure, excessive absences	0 grade points
I	Incomplete	0 grade points
W	Withdrawal	0 grade points
WL	Withdrawal within Limit	0 grade points
NG	No Grade Reported	0 grade points

### Incomplete (I)

Incomplete (I) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student

is responsible for making arrangements to complete the work within the time limit set by the professor. This time limit, however, may not extend beyond the conclusion of the next Fall or Spring term. If the student has not submitted course requirements set by the instructor and had a final grade posted by the end of the next long term, the record system will automatically convert the Incomplete to an F.

### No Grade (NG)

No Grade (NG) is a temporary grade assignment pending receipt of a final grade from the professor. Professors may not assign grades of NG.

### Withdrawal (W)

A grade of W is awarded for course withdrawals to students who were new first-time-in-college students prior to Fall 2007 and are NOT affected by the six-drop limit or who received an exemption from the six-drop rule for a particular class.

### Withdrawal within the Limit (WL)

A grade of WL is awarded for course withdrawals to students who were new first-time-in-college students in Fall 2007 or thereafter and are affected by the six-drop limit. The grade of WL is the indicator that this withdrawal is counted in the six drop limit. An affected student is limited to six grades the equivalent of WL from all Texas public colleges and universities combined.

### Failure, Excessive Absences (FX)

A faculty member may award a grade of FX at the end of the term to any student. This grade means that the student registered and paid for the course and failed the course because the student missed an excessive number of classes and did not exercise the right to drop the course or was not eligible to drop the course because of TSI or Six-Drop rule regulations. For each grade of FX submitted, the last date the student attended the course must be reported. Grades of FX will not be posted without this date.

The grade of FX carries the same academic impact as the grade of F in that the credit hours are included in the calculation of the grade point average and the grade awards zero (0) grade points. The grade of FX indicates a completed course just as a grade of F indicates a completed course. The grade of FX is not a drop or withdrawal. The process to appeal the grade of FX is the same as an appeal for any other faculty awarded grade.

## Procedure for Student to Appeal a Final Grade

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student shall initiate the appeal process as soon as possible following the receipt of the grade. The appeal process shall be filed no later than calendar 30 days after the end of that semester, and must be resolved within calendar 120 days following the initiation of the appeal.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment.

At no step in the process are the instructor's questions or individual test items to be scrutinized. Only course syllabus (e.g., grading system), and letter or numerical grades as recorded in the instructor's grade book will be examined.

The procedures for appealing a grade shall be as follows:

### 1. Student Meeting with Instructor

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary. Whenever possible, the matter



should be resolved at this meeting. If the instructor cannot resolve the problem immediately, the student will be notified of the availability of a copy of the grade appeal procedures in the office of the appropriate dean or the vice president for learning. If, upon receipt of the instructor's written decision, the student is dissatisfied with the decision, the student may request a meeting with the department chair to appeal the decision of the instructor. (NOTE: In the event there is no department chair, the student may request a meeting with the dean who will conduct the meeting in accordance with steps No. 1 and No. 2 of this procedure.) The student must make the appeal within five (5) working days after notification by the instructor.

## 2. Student Meeting with Department Chair/Program Director

The department chair must arrange a meeting no more than five (5) working days after receiving a request from the student. This meeting will include the student, the instructor, and the department chair. Providing sufficient evidence of discrepancies or errors in the grade will be the responsibility of the student. If insufficient evidence is offered, the appeal is denied. The student will be given an opportunity to present his/her case. The instructor will be given a chance for rebuttal.

On hearing the evidence from both sides, the department chair will take one of the following actions:

- a. If, in the opinion of the department chair, the student failed to provide sufficient evidence of discrepancies or errors in the grades, the student will be notified in writing that the appeal is denied. The department chair will inform the student of the right to appeal the decision and about the procedures for appeal. At the same time, the department chair will notify the instructor in writing of this decision. The notification must be given within five (5) working days of the hearing.

- b. If, in the opinion of the department chair, the student did provide sufficient evidence of discrepancies or errors in the grades, the instructor will be notified within five (5) working days of the meeting. At the same time, the department chair will notify the student in writing of this decision.

The instructor will, in turn, inform the department chair in writing within five (5) working days whether he/she will change the grade. If the instructor changes the grade, the instructor notifies the student in writing, and the matter is closed.

If the instructor chooses not to change the grade, the department chair will be notified of the decision in writing within five (5) working days after having received the recommendation from the department chair. Within five (5) working days after being informed of the instructor's decision to deny the grade change, the department chair will notify the student that the appeal is denied and inform the student of further rights to appeal and the procedure for doing so.

All time limits stated are in working days. All time limits may be extended by mutual consent.

## 3. Student Meeting with Dean

Within five (5) working days after receiving notification from the department chair that the appeal has been denied, a student may request a meeting with the dean who will take either action A or action B as described above.

*(NOTE: In the event there is no dean or in the event that the dean conducted the initial meeting, the student will proceed to step 4.)*

## 4. Student Meeting with Academic Appeals Committee

Within five (5) working days after receiving notification from the dean that the appeal has been denied, a student appealing a grade in a course may request a hearing before an Academic Appeals Committee. This request will be in writing to the vice president for learning. The committee will consist of one (1) full-time instructor to be named by the student, one (1) full-time instructor to be named by the instructor and one (1) full-time instructor to be named by the vice president for learning. The vice

president for learning will request that the student and instructor submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees and appointing a third instructor to the committee, the vice president for learning will set the time, date and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the grade appeal and may be advised at the hearing by one or more persons of his/her own choice. The student may have a maximum of two (2) persons in the room at a time. The Academic Appeals Committee may request information from the instructor and/or persons familiar with the case.

Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the vice president for learning in writing of its findings:

- a. A grade change is justified and will be made.
- b. A grade change is not justified and will not be made.

If the decision of the Academic Appeals Committee is to change the grade, the vice president for learning will have five (5) working days to make the grade change. The decision of the Academic Appeals Committee will be final.

The same appeal process will be followed when the instructor is not accessible or no longer employed by San Jacinto College by excluding step No. 1 involving the instructor.

## Graduate Guarantee Program

San Jacinto College is so confident of the quality of its instruction that, subject to the special conditions listed below, the College makes these guarantees:

- Academic students can transfer their academic credit courses to Texas public colleges and universities.

# Student Grades and Records

- Technical students will acquire job skills for entry-level employment in their fields.

## Transfer Credit

Subject to the conditions specified below, San Jacinto College guarantees students the transfer of credit to those publicly supported Texas colleges and universities that participate in the College's Guarantee of Transfer Credit Program when course work at San Jacinto College is completed in accordance with an approved and properly executed transfer plan.

1. Transferability means the acceptance of credit toward a specific major and degree.
2. The receiving college or university must identify courses as transferable in accordance with transfer plans dated 1992–1993 or later.
3. Limitations of the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution or in an agreement concerning the transfer of courses between San Jacinto College and the participating receiving institution.
4. The guarantee applies only to courses taken at San Jacinto College and listed on approved transfer plans. San Jacinto College will not be responsible for courses not applicable to a major due to a change of major by the student.
5. Students may be required to take prerequisite courses that may not apply to degrees in certain majors. Such courses are not eligible for this guarantee.

6. To be eligible for the guarantee, the student must file with the office of enrollment services on their campus an agreement to follow a written transfer plan. The plan must include:

- a. The name of the institution to which the student plans to transfer
- b. The associate degree, the bachelor's degree and the major the student plans to pursue
- c. The date the plan was filed
- d. The date shown on the transfer plan

If a student meets the above conditions, but does not receive transfer credit for one or more courses from the receiving institution, the student must notify in writing the vice president for learning at his/her campus within 14 calendar days of the notice of transfer credit denial. The vice president for learning will initiate the Transfer Dispute Resolution process established by the Texas Higher Education Coordinating Board. If this process does not resolve the course denial, San Jacinto College will develop a plan whereby the student may take, tuition free, a maximum of nine credit hours of acceptable alternative courses within one year from the date the plan was executed. Although tuition for these courses is free, the student must pay for books, fees or other course-related expenses.

## Entry-Level Job Skills

Subject to the special conditions listed below, San Jacinto College guarantees that students earning an associate of applied science degree or certificate of technology will have the job skills necessary for entry-level employment in the technical field for which they have been trained. If the employer provides sufficient evidence that the student lacks these skills after completing one of these programs, the College will provide additional skill training, tuition free. These special conditions apply to the guarantee:

1. The student must earn the associate of applied science degree or the certificate of technology in a technical program listed in the San Jacinto College Catalog as of the 1992-1993 academic year or later.
2. The student must complete the degree program within four years or the certificate program within three years. All technical course work must be completed at San Jacinto College within the specified time period.
3. The student must be employed full time within 12 months after graduation in an occupation directly related to the specific program completed at San Jacinto College as certified by the College.
4. The student's employer must certify in writing that the student lacks the entry-level job skills identified as program-exit competencies by San Jacinto College for the program which he/she completed. The employer must specify the areas of deficiency within 90 days of initial employment.
5. After the student contacts in writing the San Jacinto College campus where he/she received training, the student and the College will develop together a written educational plan for retraining.
6. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. The students must complete all retraining within a calendar year from the time the educational plan is agreed upon.

8. Although tuition for this retraining is free, the student must pay for books, insurance, uniforms, fees, and other course-related expenses.
9. The guarantee does not imply that San Jacinto College graduates will pass any licensing or qualifying examination for a particular career.
10. This guarantee does not apply to competencies taught in courses in which the student earned a grade of less than C, nor does it apply to courses which have been substituted for required courses specified in the degree or certificate program.

## Transfer Credit

### Common Course Numbering System

San Jacinto College is a member of the Texas Common Course Numbering System. Institutions of higher education in Texas teach similar courses and these courses have a common number. This common number facilitates transferring these courses among the participating institutions.

The Texas Common Course Numbering System Manual identifies general academic courses that transfer. It does not include college preparatory and technical courses. The common number system makes it easier for students to plan future studies.

For example, English 1301, Composition I at San Jacinto College, has the common course number ENGL 1301. Some institutions adopt the common course number as their number. Other institutions may not change their course numbers to common course numbers, but may display common course numbers alongside their existing course numbers. Three possible ways of presenting ENGL 1301 are:

San Jacinto Course Number	Other Institutions Course Number
ENGL 1301 Composition I	ENGL 1301 Composition I
ENGL 1301 Composition I	ENG 101 (ENGL 1301) Freshman Composition I
ENGL 1301 Composition I	LANG 1311 Rhetoric and Composition (ENGL 1301)

Once students understand this system, they can easily match the courses they have taken at San Jacinto College to the corresponding courses at other member institutions. However, since not all courses are common courses, students should obtain a list of courses recognized by the school to which they plan to transfer. Many courses not recognized as common at a member institution may still have equivalents at that institution that will transfer and fulfill degree requirements.

Students can get more information about the Texas Common Course Numbering System at San Jacinto College from the enrollment services office on any campus.

### Free Transferability

Lower-division courses included in the Academic Course Guide Manual and specified in the definition of lower-division course credit shall be freely transferable to and accepted as comparable degree credit by any public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. However, each Texas institution of higher education may have limitations that invalidate courses after a specific length of time. Specifically excluded are courses designated as vocational, ESL/ESOL, technical, and college preparatory courses listed as basic skills.

## Transfer of Credit to San Jacinto College

San Jacinto College follows these policies for students who wish to transfer credit for courses taken at other colleges and universities:

1. College-level course work: All grades received on college-level course work will be transferred into the College. Courses completed with grades of A, B, C and D or P will be eligible for use toward graduation if consistent with program requirements. Transfer grades will not be included in the San Jacinto College GPA calculation.
2. College preparatory course work: Grades of A, B and C in college preparatory course work will be used at San Jacinto College for placement in college preparatory courses and skill levels decisions only. No college preparatory course will be eligible for use toward graduation. No college preparatory transfer grades will be included in the San Jacinto College GPA calculation.
3. Financial aid: All grades on all prior courses attempted, both college-level and college preparatory, will be included in the total hours attempted calculations for financial aid purposes.
4. The institution from which the student is attempting to transfer credit must be accredited through one of the following associations:

Accrediting Agency	Commission Specified
Middle States Association of Colleges and Schools	Commission on Higher Education
New England Association of Schools and Colleges	Commission on Institutions of Higher Education
North Central Association of Colleges and Schools	Commission on Institutions of Higher Education
Northwest Association of Colleges and Schools	Commission on Colleges
Southern Association of Colleges and Schools	Commission on Colleges
Western Association of Schools and Colleges	Accreditation Commission for Senior Colleges and Universities
Western Association of Schools and Colleges	Accrediting Commission for Community and Junior Colleges

Students who have completed course work from non-accredited institutions may be eligible to receive credit by examination.

Upon request by the student, the enrollment services office will evaluate transfer course work applicable to the associate degree within the first term of enrollment for new and returning students.

A firm or organization specializing in evaluating international education credentials must evaluate course work completed at colleges and universities outside the United States before San Jacinto College will consider that course work for transfer credit or for admission to special programs. The firm or organization must be on the San Jacinto College approved list. Documents must be either originals or certified copies and may have to be translated into English. The office of enrollment services and the international student counselor offer help in locating translation and evaluation organizations recognized by San Jacinto College.

## Transfer of Correspondence Course Credit

Students may transfer correspondence course work to apply toward a degree only if they meet these conditions:

1. The student must earn a D or higher in each course.
2. The course must be equivalent to a course offered by San Jacinto College.
3. One of the San Jacinto College testing centers must administer the final examination for a correspondence course taken while the student is enrolled at any San Jacinto College campus.
4. A correspondence course meeting the above criteria (1–3) is acceptable for transfer if the student has taken it through either Texas Tech University or The University of Texas at Austin.
5. San Jacinto College may accept a correspondence course taken through another institution if the student petitions to transfer the course. However, (a) the institution must be regionally accredited and (b) the student is responsible for making sure the institution certifies that a community college, college or university testing center proctored the final examination. If the test was not so proctored, but the institution can demonstrate that the final exam was sufficiently proctored to make it a valid exam, San Jacinto College may still consider the course for transfer.

## Transfer of Credit from San Jacinto College

The receiving institution decides whether to accept San Jacinto College courses in transfer and to apply those courses to individual degree plans. Students planning to transfer San Jacinto College course work to another college or university should always consult the college or university catalog and proper officials of that institution to determine the best courses to take for transfer. Some universities or programs do not accept grades of D in transfer.

## Transfer Disputes Resolution

The Texas Higher Education Coordinating Board, under the requirements of Section 61.078 of the Education Code, has established procedures to resolve disputes between public institutions of higher education involving the transfer of credit from lower-division courses (courses offered in the first two years of college study).

### Resolution of Transfer Disputes for Lower-Division Courses

1. Each public college and university must accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major which are allowed for their non-transfer students in that major; however,
2. No institution must accept for transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major.

3. For any major that has no Coordinating Board approved transfer curriculum, no institution must accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major.
4. A university may deny the transfer of credit in courses with a grade of D as applicable to the student's field of study courses, core curriculum courses or major if it denies credit in those same courses with a grade of D to its own students.

No university must accept in transfer or toward a degree more than sixty-six (66) credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

Public institutions of higher education shall follow these procedures to resolve credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives notice, as specified above, may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.

3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute regarding the transfer of course credit and give written notice of the determination to the involved student and institutions.

The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem.

In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## Tech Prep and Articulated Credit from High School

Some high school courses have been identified statewide as articulated courses—that is, courses that cover the same materials and/or teach the same skills as courses in the College's own programs. Additional articulation agreements have been developed between San Jacinto College and many high schools in order to provide non-duplicative, sequential programs of study for students that link high school and college instruction. Under some circumstances, students who take these designated Career and Technology Education (CATE) courses in high school may be eligible to receive credit for a corresponding college course.

## Credit by Examination

Each college and university has its own policy for credit earned by examination and any such credit allowed by one institution may not necessarily be accepted at another.

A student must have earned at least three credit hours of course work at San Jacinto College before the College will post credit for College Level Evaluation Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or departmental examinations to the student's transcript. Credit for CLEP, AP, IB, departmental examinations or a combination thereof may not exceed 30 credit hours.

A student who has previously received a grade (A, B, C, D, F, FX or I) in a course may not receive CLEP, AP, IB or departmental examination credit for the same course.

Grades and credit hours are assigned to credit earned by departmental examinations; a minimum grade of C is required to earn credit. Term hours only are assigned to credit earned by CLEP, AP, and IB examinations. Residence credit is not given for CLEP, AP, IB or departmental examinations and they are not included in GPA calculations.

# Student Grades and Records

## College Level Examination Program (CLEP)

San Jacinto College awards college credit for certain College Level Examination Program (CLEP) tests. Students should submit scores from completed tests to the enrollment services office for evaluation and posting of credit. Students taking one of the following CLEP exams and scoring 50 or better will be awarded the credit indicated in the chart below.

San Jacinto Community College Central and San Jacinto Community College South have been designated as testing centers for CLEP examinations. Complete information about the CLEP program and credit by examination policies for San Jacinto College is available from the testing centers on both campuses.

Test	Course	Credit
Freshman Composition	ENGL 1301	3
English Literature	ENGL 2322 & 2323	6
College Algebra	MATH 1314	3
Chemistry	CHEM 1411	4
Calculus	MATH 2413	4
French	FREN 2311/2312	6
German	GERM 2311/2312	6
Spanish	SPAN 2311/2312	6
Spanish	SPAN 1411/1412	8
French	FREN 1411/1412	8
German	GERM 1411/1412	8
American Government	GOVT 2306	3
History of the US I: Early Colonization to 1877	HIST 1301	3
History of the US II: 1865 to Present	HIST 1302	3
Principles of Macroeconomics	ECON 2301	3
Principles of Microeconomics	ECON 2302	3
Introductory Psychology	PSYC 2301	3
Introductory Sociology	SOCI 1301	3
Western Civilization I: Ancient Near East to 1648	HIST 2311	3
Western Civilization II: 1648 to Present	HIST 2312	3
Financial Accounting	ACCT 2301	3
Introductory Business Law	BUSI 2301	3
Information Systems & Computer Applications	ITSC 1301	3

# Student Grades and Records

## Advanced Placement Program (AP)

San Jacinto College awards college credit for certain Advanced Placement (AP) program tests. Students should submit official scores from completed tests to the enrollment services office, who evaluates the scores and authorizes the posting of credit.

AP Exam	Minimum Score	Hours of Credit	Course Credit
Art History	4	3	ARTS 1303
Studio Art (Drawing or General)	4	3	ARTS 1316
Studio Art (2D Design)	4	3	ARTS 1311
Studio Art (3D Design)	4	3	ARTS 1312
Biology	4	4	BIOL 1406
	5	8	BIOL 1406, 1407
Chemistry	3	4	CHEM 1411
	4	8	CHEM 1411, 1412
Computer Science A or AB	3	3	COSC 1336
Economics Micro	4	3	ECON 2302
Economics Macro	4	3	ECON 2301
English Language/Composition	3	3	ENGL 1301
English Literature/Composition	3	3	ENGL 1302
French Lang	3	14	FREN 1411, 1412, 2311, 2312
French Literature	3	14	FREN 1411, 1412, 2311, 2312
German Language	3	14	GERM 1411, 1412, 2311, 2312
Government and Politics-US	3	3	GOVT 2305
History-US	4	6	HIST 1301, 1302
European History	4	6	HIST 2311, 2312
World History	4	6	HIST 2321, 2322
Environmental Science	4	4	ENVR 1401
Human Geography	4	3	GEOG 1302
Statistics	3	3	MATH 1342
Calculus AB	3	4	MATH 2413
Calculus BC	4	8	MATH 2413, 2414
Calculus AB Subscore	3	4	MATH 2413
Chinese Language/Culture	3	14	CHIN 1411, 1412, 2311, 2312
<b>Music Theory</b>			
Aural Subscore	5	2	MUSI 1216
NonAural Subscore	5	2	MUSI 1211
Physics B	3	8	PHYS 1401, w1402
Physics C- Mechanics	3	4	PHYS 2425
Physics C- Electrical and Magnetic	3	4	PHYS 2426
Psychology	3	3	PSYC 2301
Spanish Lang	3	14	SPAN 1411, 1412, 2311, 2312
Spanish Lit	3	14	SPAN 1411, 1412, 2311, 2312



# Student Grades and Records

## International Baccalaureate (IB) Examination Credit

San Jacinto College awards college credit for certain freshmen students who have completed International Baccalaureate (IB) Examinations with a score of 4 or above. In compliance with the Texas Higher Education Coordinating Board regulations, the College awards 24 semester hours or equivalent course credit in appropriate subject areas to those students who have completed the IB diploma program and who have achieved at least the minimum required score on each examination administered as part of the diploma program.

Students should submit scores from completed tests to the enrollment services office who evaluates the scores and authorizes the posting of credit. The current Texas Resident in-district tuition per credit hour fee is charged to record credit. Rules that apply to earning credit by any form of examination appear earlier in the Credit by Examination section of this catalog. Credit by IB examination may be earned in the following courses.

IB Examination	Minimum Score Required	San Jacinto College Course	Credit
Art	4	ARTS 1311	3
Biology SL	4	BIOL 1406	4
Biology HL	4	BIOL 1406 and 1407	4, 4
Business and Management	4	BUSI 1301	3
Chemistry HL	4	CHEM 1411	4
Chemistry HL	5	CHEM 1411 and 1412	4, 4
Computing Studies HL	4	COSC 1336	3
Economics SL	4	ECON 2301	3
Economics HL	5	ECON 2301 and 2302	3, 3
English HL Lang A1 or A2	4	ENGL 1301	3
English HL Extended Essay	A,B,C	ENGL 1302	3
Environmental Systems	4	GEOL 1405	4
<b>Foreign Languages:</b>			
<b>Chinese</b>			
Language A1 or A2 or B HL	4	CHIN 1411, 1412, 2311, and 2312	4, 4, 3, 3
Language B SL	4	CHIN 1411 and 1412	4, 4
Language AB	4	CHIN 1411	4
<b>French</b>			
Language A1 or A2 or B HL	4	FREN 1411, 1412, 2311, and 2312	4, 4, 3, 3
Language B SL	4	FREN 1411 and 1412	4, 4
Language AB	4	FREN 1411	4
<b>German</b>			
Language A1 or A2 or B HL	4	GERM 1411, 1412, 2311, and 2312	4, 4, 3, 3
Language B SL	4	GERM 1411 and 1412	4, 4
Language AB	4	GERM 1411	4

# Student Grades and Records

IB Examination	Minimum Score Required	San Jacinto College Course	Credit
<b>Spanish</b>			
Language A1 or A2 or B HL	4	SPAN 1411, 1412, 2311, and 2312	4, 4, 3, 3
Language B SL	4	SPAN 1411 and 1412	4, 4
Language AB	4	SPAN 1411	4
Geography	4	GEOG 1301	3
History (European)	4	HIST 2311	3
Information Technology	4	BCIS 1305	3
Math HL	4	MATH 2412 and 2413	4, 4
Math w/ further math SL	4	MATH 1342	3
Math Methods SL	4	MATH 1324	3
Math Studies SL	4	MATH 1332	3
Music	4	MUSI 1306	3
Philosophy	4	PHIL 1301	3
Physics SL	4	PHYS 1401	4
Physics HL	4	PHYS 1401 and 1402	4, 4
Psychology	4	PSYC 2301	3
Social Anthropology	4	ANTH 2346	3
Theater Arts	4	DRAM 1310	3
Visual Arts	4	ARTS 1301	3

## Departmental Examinations

A student must petition the College to receive credit by departmental examination. The vice president for learning must approve the petition and designate a faculty member to administer the exam. Before taking the exam the student must pay the business office a nonrefundable fee of the current Texas Resident in-district tuition per credit hour to record credit. The vice president for learning evaluates the completed exam and authorizes the dean of enrollment services to record credit as appropriate.

## Advanced Placement Without Credit

Many departments permit advanced placement without college credit. Students should contact the department chair for information.

## Transcripts from San Jacinto College

The San Jacinto College transcript serves as the student grade report since no other printed grades are provided. Students may print an unofficial transcript online.

Students can obtain an official transcript by one of three ways: online, in person or in writing.

To request a transcript in person, bring a photo ID to the enrollment services office. These requests are normally filled immediately. If the student desires for someone else to pick up the transcript, that person needs the student's written permission (name, student's generated ID number and signature plus the name of the authorized individual) as well as his/her own picture ID.

Students may send a written request to the enrollment services office for an official transcript. The request for an official transcript should include the student's name, name while enrolled at San Jacinto College, student's generated ID number or Social Security number, date of birth, dates of attendance, address to which the transcript is to be mailed, and signature. Except during registration periods, processing and mailing of transcripts should be completed within two work days of receipt of the request. There is no charge for transcripts.

Official transcripts will not be released if there are any outstanding admission requirements or financial obligations to the College. The College cannot provide official copies of any other college or high school transcripts held. Those should be requested directly from the issuing institutions.

## Retention and Disposal of Student Records

San Jacinto College follows the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines and the U.S. Department of Education Local Retention Schedule Junior College as submitted to the Texas State Library and Archives Commission for keeping and disposing of records. The College electronically images and maintains official required documents.

## Academic Status

A student's academic status is calculated each term (Fall, Spring, and Summer) based upon previous academic status, term grade point average (GPA) and cumulative grade point average. All credit courses taken at San Jacinto College, including college preparatory courses, are included in the calculation, except that only the highest grades achieved in repeated courses are counted. No course work from other institutions is included in the San Jacinto College GPA.

## Academic Suspension Period

Suspended students must sit out one long term (Fall, Spring, or the entire Summer session). After the student has sat out the suspension period, they must request re-admission and obtain advising before being eligible to enroll again. Students placed on academic suspension will be notified by mail or email that they have been suspended. Students may appeal their suspension as described below when extenuating circumstances exist.

## Suspension Appeals

San Jacinto College students on academic suspension who have not completed their term of suspension may appeal for immediate reinstatement when truly extenuating circumstances exist. Request for Appeal of Suspension forms are available in the Educational Planning and Counseling office on each campus. If the Appeals Committee approves the request, the Committee will prescribe specific conditions for enrollment. These conditions may include limits on classes or the number of hours which may be taken, specific grades which must be attained (e.g., C or above; student may not withdraw), requirements for periodic progress reports from the teacher(s) involved and mandatory follow-up counseling. Students who agree to the conditions of enrollment as defined by the Committee will be allowed to re-enroll on suspension override. Failure to meet the terms of the contract will result in immediate execution of the suspension stipulations with no refund of tuition and fees and without further appeal. If the Committee on one campus denies the suspension appeal, the denial is effective on all three San Jacinto College campuses.

## Re-enrollment After Suspension

Once the term of suspension has elapsed, students may apply for readmission. The academic status of Suspension will prevent registration until mandatory advising has been completed. Students enrolling after their suspension period on academic probation, who achieve an overall institution GPA of 2.0 or greater, will be considered in Good Standing. Students who achieve a term GPA of 2.0 or better, but who do not raise their overall institution GPA of 2.0 or better, will continue on academic probation.

## Transfer Students on Probation or Suspension

Students admitted from other institutions on academic Probation or academic Suspension will be treated the same as students from San Jacinto College on Probation or Suspension as described above. Students who fail to report academic status which is less than Good Standing to gain admission may be immediately withdrawn without any refund of tuition and fees paid.

*Note: Please see the Academic Probation and Suspension Table for more information.*

## Academic Probation and Suspension Table

Both the term and the institution GPA are based on the completion of grades A, B, C, D, or F at San Jacinto College.

A student's academic status is calculated at the end of each Fall, Spring, and Summer term (Summer I and Summer II are combined).

Good Standing	Academic Warning	Academic Probation	Academic Suspension
<p>All students are expected to maintain an overall institution GPA of 2.0 or higher. At the conclusion of each term of enrollment, the student will remain in good standing if either of the following is true:</p> <ol style="list-style-type: none"> <li>1) If the overall institution GPA is 2.0 or greater when the grades from the recently completed term are included.</li> <li>2) If no grades of A, B, C, D, F, or FX are reported for the term, there will be no recalculation of the overall institution GPA.</li> </ol>	<p>At the end of the first term in which the overall institution GPA is less than 2.0, the student will be placed on academic warning status.</p> <p>At the end of any term in which the student was on academic warning status, these are the possibilities:</p> <ol style="list-style-type: none"> <li>1) If the overall institution GPA is 2.0 or higher, the student's status will revert to good standing.</li> <li>2) If the overall institution GPA is less than 2.0, the student will be placed on academic probation.</li> </ol>	<p>At the end of any term in which the student is on academic warning and the overall institution GPA is less than 2.0, the student will be placed on academic probation. At the end of any term in which the student was on academic probation, these are the possibilities:</p> <ol style="list-style-type: none"> <li>1) If the student's overall institution GPA is 2.0 or higher, the student's academic status will revert to good standing.</li> <li>2) If the overall institution GPA is less than 2.0, but the GPA for the recently completed term is 2.0 or better, the student will remain on academic probation.</li> <li>3) If both the student's overall institution GPA and the GPA from the recently completed term fall below 2.0, the student will be placed on academic suspension.</li> </ol> <p><b>Note:</b> Students will remain on academic probation after each term in which his/her overall institution GPA is less than 2.0, even though the most recent term GPA may be 2.0 or higher.</p>	<p>At the end of any term in which the student is on academic probation and both the student's overall institution GPA and his/her GPA from that just completed term fall below 2.0, the student will be placed on academic suspension.</p> <p>Students on academic suspension will not be eligible to re-enroll until one term has passed.</p> <p>Students on academic suspension will be required to meet with an educational planner/counselor prior to re-enrollment.</p>

**NOTE:** If at the end of any term when the overall institution GPA is recalculated a student's status reaches good standing, the sequence begins over. For example, if the student has been on academic warning but then raised his/her status to good standing, then the next term in which the overall institution GPA falls below 2.0, the student will again be placed on academic warning status.

## Student Inquiries

Inquiries about student grades and records should be addressed to the enrollment services office at 281-998-6150.

## Degrees and Certificates

### Awarding of Degrees and Certificates

Upon completion of degree and/or certificate requirements, the student must apply for graduation in order for the credential(s) to be awarded. This process requires the student to submit a Degree Evaluation and Request for Final Graduation Verification form to the enrollment services office.

- 1. Degree Evaluation:** The student first completes a Degree Evaluation online using SOS. Confirm that all requirements for the degree or certificate are completed or in progress. Print a copy and bring a copy to the Educational Planning and Counseling or Enrollment Services office. Submit a Request for Final Graduation Verification with attached Degree Evaluation to the campus Enrollment Services office.
- 2. Application for Degree or Certificate:** The enrollment services office will verify eligibility.

- 3. Transcripts:** Following the end-of-term posting of grades, the Enrollment Services office verifies that all requirements in progress have been completed and posts the degrees to the student records. Transcripts may be requested by the student approximately two weeks after the posting of final grades for the term.
- 4. Diplomas:** Diplomas will normally be available for pick-up in the Enrollment Services office about three weeks following the posting of final grades for the term.
- 5. Reverse articulation:** Students who have not completed all course requirements, but have completed the residency requirements for a degree from San Jacinto College may fulfill their course requirements at another regionally accredited institution and transfer the credits to San Jacinto College. The applicable catalog for graduation will be in accordance with the provisions listed above.

### Graduation Ceremony

Students may express their desire to participate in the graduation ceremony when they submit the Request for Final Graduation Verification form.

Cap and gown for the graduation ceremony are ordered through the campus bookstore. Honors program graduates, graduates from special programs, and members of Phi Theta Kappa should speak to their program educational planner/counselor regarding specialty regalia for graduation.

## Associate of Arts Degree

San Jacinto College confers the Associate of Arts (A.A.) degree upon students who meet the general and core requirements for graduation listed below.

1. Meet entrance requirements for unconditional admission.
2. Complete at least 61 credit hours of college-level (non-college preparatory) course work, as prescribed by the degree, including two term hours of physical education activity courses. Students may apply a maximum of four credit hours in any physical education activity courses to their A.A. degree.
3. Have a minimum cumulative grade point average of at least 2.0 (C average) on all college-level course work completed at San Jacinto College. The Graduation GPA is displayed on the CAPP Degree Evaluation.
4. Meet the provisions as described in the section titled Transfer of Credit when transfer credit is to be applied toward a degree.
5. Have at least 24 term hours of college-level credit earned at San Jacinto College, not including credit by examination.

6. Complete two term hours of physical education activity courses. Students with prior military service may provide a copy of their DD-214 for possible credit toward the physical education requirement. Students who are excused from physical education due to a medical waiver must take additional courses to replace the two hours toward the minimum required hours for the degree.
7. Make formal application for graduation at the enrollment services office. (See the Academic Calendar for deadline dates.)
8. Complete the required transfer core curriculum, major requirements or one of the established Fields of Study options for the A.A. or Associate of Science (A.S.) degree.\*
9. Satisfy the computer literacy requirements.\*

\*See sample of the general Associate of Arts (A.A.) degree plan for details.

## Additional Associate Degrees (Second Degrees)

Students should obtain academic advising before enrolling in another associate degree. With the following stipulations, students may obtain additional associate degrees.

1. A student who has received an Associate of Art (A.A.) or Associate of Science (A.S.) degree may earn an Associate of Applied Science (A.A.S.) degree but may not earn two A.A.'s or another A.S. degree.
2. A student who has received an A.A.S. degree may obtain an A.A. or A.S. degree or an additional A.A.S. degree in another major area.

These stipulations are subject to the following:

1. For each additional associate degree permitted by the above stipulations, a minimum of 24 term hours of college-level credit above the total number of term hours applied to the previous degree(s) must be earned at San Jacinto College. The 24 hours may not be repeats of hours previously earned at San Jacinto College or other schools.
2. The student must comply with all applicable provisions listed in the section titled Degree and Certificate Requirements for each degree the student is seeking.
3. At the student's option, a previously awarded associate degree may be officially relinquished in order that previously earned hours may apply to a different associate degree.