

Frank Phillips College

Student

Handbook

2010-2011

Writing  
Matters



[www.fpctx.edu](http://www.fpctx.edu)

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Frank Phillips College is an equal opportunity community college

## 2010 – 2011 Academic Calendar

	FALL '10	SPRING '11	SUMMER I 2011	SUMMER II 2011	SUMMER Long 2011
Residence Halls Open for Occupancy	Aug. 18	Jan. 12	May 31	July 6	May 31
Cafeteria Opens	Aug. 18	Jan. 12			
Final Day to Withdraw Without Penalty	Aug. 20	Jan. 14	May 31	July 7	May 31
Orientation	Aug. 20				
<b>Classes Begin</b>	<b>Aug. 23</b>	<b>Jan 18</b>	<b>June 1</b>	<b>July 11</b>	<b>June 1</b>
First Day of Class 2 <sup>nd</sup> 8 week	Oct. 18	March 21			
Final Day to Register	Aug 27	Jan. 21	June 6	July 14	June 8
Open Registration Begins	March	Nov.	March	March	March
Final Examinations	Dec. 8,9,13,14	May 9-13	July 7	August 18	Aug. 18,19
<b>Last Day of Classes</b>	<b>Dec. 14</b>	<b>May 13</b>	<b>July 7</b>	<b>August 18</b>	<b>August 18</b>
Residence Hall Close	Dec. 15	May 13			
Graduation Application deadline	Dec. 1	April 22	Aug. 4		
<b>Commencement</b>		<b>May 6</b>			
<b>PAYMENTS AND REFUNDS</b>					
Final Day to pay without late fee	Aug. 20	Jan. 14	May 31	July 7	May 31
Final Day for FACTS Payment Plan	Aug. 20	Jan. 14	May 31	July 7	May 31
Final Day for 100%	Aug. 20	Jan. 14	May 31	July 7	May 31
Final Day for 80%	Aug. 27	Jan. 24	June 6	July 14	June 9
Final Day for 80% 1 <sup>st</sup> 8 week	Aug. 25	Jan. 20			
Final Day for 80% 2 <sup>nd</sup> 8 week	Oct. 20	March 24			
Final Day for 70%	Sept. 3	Jan. 31			
Final Day for 50% Refund	Sept. 13	Feb. 7	June 8	July 18	
Final Day for 50% 1 <sup>st</sup> 8 week	Aug. 31	Jan. 26			
Final Day for 50% 2 <sup>nd</sup> 8 week	Oct. 26	March 29			
<b>ADD/DROP AND TOTAL WITHDRAWAL</b>					
Final Day for Schedule Change	Sept. 7	Feb. 2	June 6	July 14	June 13
Final Day for Sched. Change 1 <sup>st</sup> 8 week	Aug. 30	Jan. 25			
Final Day for Sched. change 2 <sup>nd</sup> 8 week	Oct. 25	March 28			
Final Day to Drop a Course	Nov. 19	April 15	June 23	Aug. 4	Aug. 4
Final Day to Drop a Course 1 <sup>st</sup> 8 week	Oct. 8	March 4			
Final Day to Drop a Course 2 <sup>nd</sup> 8 week	Nov. 19	April 15			
Final Day to Totally Withdrawal	Dec. 7	May 6	July 6	Aug. 17	Aug. 17
<b>HOLIDAYS &amp; VACATION DAYS</b>					
Labor Day Holiday	Sept. 6				
Fall Break	Nov. 22-26				
Christmas Holiday	Dec. 20-Jan 4				
Martin Luther King Jr. Day		Jan. 17			
Spring Break		March 14-18			
Good Friday Holiday		April 22			
Memorial Day		May 30			
Independence Day				July 4	
<b>MINI TERM DAYS</b>					
Fall	Dec. 15 - 29				
Winter		Dec. 30, Jan. 3-13			
May		May 16 - 27			
<b>FACULTY/STAFF INFO.</b>					
Offices Open		Jan. 10			
In-service	Aug. 12-13	Jan. 6-7			
Faculty & Staff Report	Aug. 12	Jan. 6			

**Frank Phillips College**  
**Quick Reference Phone List**  
**806-457-4200**

Admissions & Records	x 742
Allen Campus	x 613
Business Office	x 719
Chief Academic Officer	x 774
Dean of Student Services	x 721
Library	x 787
Student Central	x 841
Student Financial Services	x 896
Student Services	x 721
Testing	x 751
TRiO	x 633

## **GENERAL INFORMATION**

### **MISSION STATEMENT**

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

### **FOUNDATIONS OF EXCELLENCE (FOE)**

The faculty and staff of Frank Phillips College are committed to first-year students. Through programs and policies designed to ensure the engagement, growth, stimulation, and self-reflection of students, the college commits to providing the following:

- Highest quality of instruction
- Opportunity to experience diversity and tolerance
- Individual and thoughtful advising,
- Smooth transition into the college culture
- Co-curricular activities for residential and commuter students
- Safe environment to learn
- Comfortable relationship between students and faculty and staff
- Extensive and exhaustive evaluation of services to students
- Skills necessary to become life-long learner and productive members of a global community

### **OBJECTIVES:**

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

### **RECOGNITION**

Frank Phillips College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404- 679-4500) to award Associate degrees.

#### **Approved and Accredited by**

Commission on Colleges of the Southern Association of Colleges and Schools  
Association of Texas Colleges and Universities  
Texas Department of Licenses and Regulation  
Texas Education Agency  
Texas Board of Nurse Examiners  
Texas Higher Education Coordinating Board

## **Student Rights and Responsibilities**

Frank Phillips College's mission is to educate and nurture students, to create knowledge, and to provide service to our community and beyond.

Every FPC student has certain rights and responsibilities within the academic community. Students, faculty, and administrative personnel share FPC's responsibility for creating and maintaining an atmosphere conducive to these freedoms and rights.

### **Rights:**

- Students shall have the right to participate in a free exchange of ideas, speech, expression, petition, and peaceful assembly as set forth in the United States Constitution.
- Students have the right to equal treatment in all aspects of college life regardless of race, color, religion, sex, age, national origin, sexual orientation, or educational disabilities.
- Students have the right to privacy according to the law and the right to give access to personal information to a third party upon the written and documented request of the student.
- Students have the right to appeal disciplinary action through judicial hearings.
- Students have the right to a quality education through competent instruction, fair assessment, and prompt feedback.
- Students have the right to be free from ridicule, discrimination, and harassment, and the right to express concerns regarding violations of these freedoms to an appropriate Dean.
- Students have the right to appeal course grades through a fair and timely process.

### **Responsibilities:**

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

## **Member of**

Texas Junior College Association  
Texas Association of Community Colleges  
National Association of International Educators  
National Junior College Athletic Association  
Western Junior College Athletic Conference  
Southern Association of Community Colleges  
American Association of Community Colleges  
Southern Association of Collegiate Registrars and Admission Officers  
Texas Association of Music Schools  
National Association of Student Financial Aid Administrators  
Texas Association of Student Financial Aid Administrators  
National Association of Colleges and Universities  
Texas Association of Business Officers  
National Association of College and University Business Officers  
Southern Association of College and University Business Officers  
National Council for Marketing and Public Relations

## **HISTORY**

In 1946, the Borger Independent School District applied to the State Board of Education for authority to establish a junior college. Borger Junior College District was created by a vote of local citizens on June 15, 1946. Because Phillips Petroleum Company had extensive holdings in the Borger area, the board requested and received permission from Frank Phillips, founder of Phillips Petroleum, to nickname the college Frank Phillips College. The opening day for admission of students was September 6, 1948. The college operated in a building built jointly with the Borger Independent School District and shared the facility with Borger High School until the college moved to its present location in 1956. The college served primarily as a junior college offering arts and sciences courses until 1973 when the curricula was expanded to include vocational courses. Since that time a number of vocational, occupational-technical, workforce development, and allied health programs, along with an extensive array of continuing education and community service courses, have been added to the curricula. During the seventies, Frank Phillips College established off-campus sites in Canadian, Dalhart, and Perryton, Texas, and has since expanded its offerings throughout the top nine counties of the Texas Panhandle.

## **FPC FUN FACTS**

**SCHOOL COLORS** - Blue and Gold - Chosen by Mr. J.W. Dillard who served as Dean from 1948-1955 and later served as the President from 1955-1974. He chose the colors based on his navy uniform and insignia.

**MASCOT** - The Plainsmen, also chosen by Mr. J.W. Dillard, was chosen to honor the people of the north plains.

**FIRST STUDENT** - Dick Witte - an orphan - came to Borger, working as a mail carrier. He finished at FPC and transferred to Texas Tech where he received a degree in engineering.

**ALBERT THE ALLIGATOR** - A student had gone for a visit in the south. When he returned he had brought back a baby alligator. When told he must get rid of it, he gave it to the Biology Department. No bigger than a lizard, the alligator started out in an aquarium in the lab. Albert, who got his name from students, grew to more than 8 feet long and weighed around 250 pounds. When alligators were placed on the endangered species list, Albert was registered. It was later discovered that Albert should have been Alberta but the name had already stuck. His diet consisted of mostly chicken wings and stew meat. He lived in a bathtub in the lab for about 5 years. After he died, Albert was buried behind the CLC Building.

## **TRADITIONS**

**HONORS CEREMONY** - Each spring semester FPC has an honors ceremony to recognize its outstanding students and their scholastic achievements.

**ATHLETIC BANQUET** - This traditional event takes place every spring and provides a gathering of Frank Phillips College athletes, coaches, and fans. Awards are presented to individual athletes who have excelled in sports and academics.

**PTK INDUCTION** - This ceremony is held annually to recognize students with outstanding academic records and achievements who have been asked to join Phi Theta Kappa, the International Honor Society of the two-year community college. Benefits of Phi Theta Kappa include potential scholarships, national awards, instant respect from potential employers, and the friendship and support of other dedicated students.

**SCHOLARSHIP BANQUET** - This annual event is held to acknowledge all FPC students who receive a scholarship through our Development Cooperation and private donors. It is a great opportunity for our students to meet the generous donors that assist them in obtaining their educational goals.

**BREAKFAST BEFORE EXAMS** - Each semester faculty and staff volunteer to cook the students breakfast on the Sunday evening before their final exams. Showing them support and giving them “brain food” for finals week.

**SPRING FLING** - At the end of each spring semester students are treated to a day of fun. Activities ranging from volleyball to water balloons this is a great event to help our students wind down at the end of the semester.

## **BUILDINGS & FACILITIES**

**STUDENT CENTRAL** - Student Central provides an environment where students can feel comfortable, stress free, and confident that they will receive all necessary services to prepare for a quality education and college experience. The services Student Central offers include financial assistance in Federal Grants, loans, and scholarships, academic advising, registration for classes, the college bookstore, campus tours, FPC organizations and student activities, and peer and adult education.

**BCAC** - Open to ALL FPC students, our activity center, the BCAC, is a great place to have fun and stay in shape! It houses separate weight rooms for men and women, racquetball courts, two cardiovascular fitness centers, an aerobics/dance studio, steam room, Jacuzzis, tennis courts and heated indoor swimming pool.

**OUR SPACE** - Located in the BCAC. It's a great place to study with friends using our wireless internet access. You can also stop by and grab a snack and your favorite drink while relaxing between classes.

**CLASSROOM LEARNING COMPLEX (CLC)** - houses the science laboratories, Allied Health Department, Licensed Vocational Nursing Department, general classrooms, instructors' offices, Office of Instructional Services, and Extended Education Office.

**LIBRARY** - houses the Business Office, Student Services Office, Admissions & Records Office, Student Financial Services Office, Media Center, Library/Learning Resource Center, TRiO Offices & Lab, ARC Lab, general classrooms, instructors' offices, the president's office, and the regents' meeting room.

**CENTER FOR ACCESS AND INNOVATION (CAI)** - houses the Cosmetology Program, and the main distance learning classroom, Conference Center, and the Panhandle Worksource Office.

**FINE ARTS** - contains a 500-seat auditorium, cafeteria, art laboratory, general classrooms, distance-learning classrooms, computer labs, three community meeting rooms, and instructors' offices.

**RESIDENCE HALLS** -**Goins Hall** - Women's hall with room for 80 students.  
**Stephens Hall** - Men's hall with room for 120 students.  
Both have central heat & air, cable & internet access, laundry facilities, community kitchens, pool tables, private lobbies, and more!

**Tyler Street** - co-ed hall that houses students with strong academic goals who are first generation, under prepared and/or low income. Amenities include, cable & internet access in all rooms, central heat & air, laundry facility, computer lab, TV lounge with a big screen and much more!

**WARREN CHISUM WELDING & SAFETY** - The Warren Chisum Welding and Safety Center was completed in January 2009. This new 15,000 sq. ft. contemporary facility provides access to students who wish to pursue or enhance their skills in state-of-the-art welding and fabrication technologies. Additionally, the FPC Safety Training Program, which is housed in the facility, provides required safety training for employees and potential employees of area businesses and industries.

### **FRANK PHILLIPS COLLEGE ALLEN CAMPUS - PERRYTON, TX**

Opened in fall 2005. Allows students in Ochiltree County and the surrounding area full access to all services available at FPC's Borger campus. Students can choose from a wide variety of instructional programs and course offerings, as well as a full compliment of student support services.

### **Family Educational Rights & Privacy Act (FERPA)**

Annually, FPC informs students of the Family Educational Rights and Privacy Act of 1974. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Admissions and Records.

### **Equal Opportunity Statement**

Frank Phillips College is an equal opportunity education institution and employer. Its students and employees are selected and/or assigned without regard to their age, race, color, creed, sex, national origin, or disability, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Act as amended in 1972, and with Executive Order 11246 as amended by Executive Order II 375, and Section 504 of the Rehabilitation Act of 1973. The compliance coordinator for Title IX (sex equity) and Section 504 (handicap) is the Vice President for Administrative Services. Box 5118, Borger, TX 79008-5118.

### **Miscellaneous Fees and Expenses**

ACCUPLACER (placement testing)	\$ 30.00
Activity Center (Optional for students enrolled in less than 9 credit hours (sign up at BCAC))	\$ 40.00
Degree Replacement	\$ 40.00
Graduation (Application/Processing)	\$ 40.00
Student Payment Plan	
Enrollment Fee per semester	\$ 35.00
Late Payment	\$ 10.00
Late Registration	\$ 25.00
Returned Check	\$ 25.00
Schedule Revision (per change)	\$ 10.00
Student Photo I.D. Replacement	\$ 5.00
Non-student Business Testing	\$ 75.00
EMT/Paramedic Course (Liability)	\$ 50.00

### **Activity Center Fee**

All Borger-campus students enrolled in nine (9) hours or more will be required to pay a \$35.00 per semester Activity Center Fee for use of the BCAC's facilities. Students who can verify a current BCAC membership will not be required to pay this fee. Students enrolled in fewer than nine (9) hours have the option of paying a \$40.00 per semester Activity Center Fee for use of the BCAC's facilities. All students will be required to present adequate verification via their FPC student photo ID cards when using the Activity Center. All Perryton – Allen Campus students enrolled in nine (9) hours or more will be required to pay a \$35.00 per semester Activity Center Fee for use of the YMCA facilities. Students who can verify a current YMCA membership will not be required to pay this fee. All students will be required to present adequate verification via their FPC student ID cards when using the YMCA.

### **Student Information Processing (I.P.) Fee**

All students will be assessed an \$18.00 per semester Student Information Processing (I.P.) Fee. A student number will be issued, which will provide the student with electronic access (e.g., CAMS) to instructor posted course grades, academic plans, unofficial transcripts, modern classroom management platforms (e.g., CAMS), video streamed classes, library services, financial assistance forms, and information regarding student payment plans (e.g., FACTS). Additionally, a parking sticker will be provided during registration, and a photo I.D. card will be provided by presenting a business office assessment or receipt to Student Central Staff.

### **Residential Living Expenses**

Goins & Stephens Double Occupancy	\$ 500.00
Single Occupancy	\$ 900.00
Tyler Street Double Occupancy	\$ 600.00
Single Occupancy	\$ 1000.00
Mail Box	\$ 30.00
Meal Ticket	\$ 1510.09
Refundable Deposits	\$ 150.00

### **Nursing Fees and Expenses**

Nursing Student Liability	\$ 20.00
Nursing Student Testing	\$ 300.00
Nursing Clinical Fees	
Fall Clinical Fee	\$ 150.00
Spring Clinical Fee	\$ 150.00
Nursing Lab Pack (fall only)	\$ 135.00
Nursing Pinning Fee	\$ 25.00
Nursing Drug Screen Fee	\$ 45.00
Nursing Sanction & Background Verification Fee	\$ 55.00

### **Residential Living Expenses**

All residential living reservations are made for at least one semester, and the entire semester's rent is due and payable prior to registration. Room charges for each semester are \$500.00 for double occupancy rooms and \$900.00 for private rooms in Goins and Stephens Hall. Room charges for Tyler St. are \$600.00 for double occupancy rooms and \$1,000.00 for private rooms. A \$140.00 damage deposit (refundable, based upon the condition of the student's living quarters, at the end of the semester) and a \$10.00 key deposit must be paid by the student prior to occupancy. Students residing in a hall must purchase a meal ticket and rent a mail box as described in the following paragraphs.

### **Cafeteria Plan**

Students residing in a residence hall during the fall or spring semesters are required to purchase a meal ticket at the cost of \$1510.09 per semester, which includes 19 meals per week, Monday through Sunday. No meals will be served during holiday breaks or between semesters.

Students not residing on campus or attending summer sessions may utilize the cafeteria facility at a cost per meal to be determined by the college's dining service.

## **Statement of Confidentiality**

Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and signed written consent or where required by law or regulation.

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

The Director of Enrollment Management is the custodian of a student's academic record. A student's academic record may include application for admission information, residency certificate, immunization certificate, date of school entry, student schedules and schedule changes, academic work completed, attendance, standardized achievement test scores, transcripts from previous schools attended, and various Veterans' Administration forms. Transcripts from previous schools attended and test scores are the property of Frank Phillips College.

Public information which may be released upon request includes a student's name, dates of attendance, classification, degrees and certificates received, awards received, the type of award received (academic, technical, Tech-Prep, or continuing education), field of study, enrollment status (full-time, part-time, undergraduate, etc.), and name of most recent institution attended. If a student does not wish for this public information to be released, the student is responsible for notifying the Office of Admissions and Records by the last official day to register for a given semester.

## **Nondiscrimination on the Basis of Disabilities**

Federal law prohibits Frank Phillips College from making pre-admissions inquiries about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admissions decision. If a student requires special services because of disability, the student may notify the Student Services Office. This voluntary self-identification allows Frank Phillips College to prepare appropriate support services to facilitate the student's learning. Some services may require written professional verification of the disability and are handled on an individual basis. This information will be kept in strict confidence.

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

The admission program at Frank Phillips College is based on an open-door philosophy, which accepts all prospective students for enrollment regardless of race, color, creed, sex, national origin, religion, age, or disability in accordance with federal law. The Director of Enrollment Management is responsible for administering the admission policies and procedures of the college. Questions pertaining to admission to Frank Phillips College should be directed to the Office of Admissions and Records.

### **Policy Changes**

Frank Phillips College is an equal opportunity community college. Policies and other information are subject to change based on state and federal requirements and Board of Regents action. Changes to policies and other information stated in this Catalog will be posted on campus in the appropriate areas (e.g. Business Office, Student Services, Office of Admissions & Records, Instructional Services, etc.). All contents copyright (c) 2007, Frank Phillips College Office of Publications & Community Relations. All rights reserved. Rev. 6/07dp

### **Campus Sex Crimes Prevention Act**

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

## **Admission & Registration**

### **College Entrance Test**

Students who are entering college for the first time must take an assessment test prior to registration. Tests that are acceptable are THEA (Texas Higher Education Assessment) and ACCUPLACER. The scores are utilized in advising and placement of students in appropriate course work in accordance with the Texas Success Initiative (TSI). Scores are not used as admission criteria. The assessment tests measure strengths and weaknesses in reading, mathematics, and writing. If test scores indicate a weakness in any or all of the skill areas, the student will complete a college preparatory program. Both the QuickTHEA and ACCUPLACER tests are administered at Frank Phillips College and at other Texas colleges on established dates. Registration forms are available in the Office of Student Services. Students who are classified as “out-of-state” will have the opportunity to take an assessment test at designated

times during registration. Certain students may be exempt or waived from provisions of the assessment. Specific exemptions and waivers are listed in the following sections.

### **Exemptions from Provisions of Assessment Test**

State law provides for certain exemptions from the assessment test. The specific conditions for the exemptions are subject to change as the result of sessions of the Texas Legislature and meetings of the Texas Higher Education Coordinating Board. The exemptions described were in effect as of September 2003.

- Students who meet qualifying standards on certain tests, as indicated below:  
Note: TAKS and TAAS scores are valid for three years from the date of testing.  
SAT and ACT scores are valid for five years from the date of testing.
  - TAKS (exit-level) – 2200 in math and/or 2200 in English/Language Arts (ELA) with a writing subscore of at least 3
  - SAT – a combined score of 1070 with 500 on math and/or verbal sections
  - ACT – a composite score of 23 with 19 on the math and/or English sections
- Students who have graduated with an associate or baccalaureate degree from a Texas public institution of higher education
- Students who transfer to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who have satisfactorily completed college-level coursework (as determined by the receiving institution)
- Students with qualifying military service
- Students while not seeking a degree or Level-Two certificate (granted at the discretion of the institution)
- Students while enrolled in Level-One certificate programs
- Students while enrolled in a dual or concurrent credit course based upon tenth grade TAKS scores
- Students who have attended any Texas public institution of higher education and have been determined to have met readiness standards by that institution

### **Certificate of Technology Waiver from Provisions of Assessment Test**

State Law provides that individuals not exempt from assessment testing on any of the grounds described in the previous section have the provisions of testing waived if they are classified as certificate students enrolled in an approved certificate program. The following is a list of waived certificate programs:

- Accounting
- Agriculture Business, Sales, and Supervision
- Chemical Technology
- CISCO Networking (CCNA)
- Cosmetology
- Criminal Justice

- Farm and Ranch Shop Maintenance
- General Office Occupations with Microcomputer Specialization
- Heating, Air Conditioning & Refrigeration Technology
- Industrial Electrical Technology
- Industrial Instrumentation Technology
- Licensed Vocational Nursing
- Livestock Production Specialist
- Machinery Maintenance
- Machinist Technology
- Management
- Management Information Systems Security (Forensics)
- Microsoft Networking (MCSA)
- Microsoft Office (MOS)
- Process Technology
- Welding

### **Testing Standards and College Preparatory Program**

Students scoring below the state determined level must participate in appropriate preparatory education until all standards are met.

Minimum standards for the THEA test are:

Reading 230 (effective as of September 16, 1995 administration)

Math 230 (effective as of September 16, 1995 administration)

Writing 220

Minimum standards for the ACCUPLACER test are:

Reading 78

Math 63

Writing 80; Writing Sample 6

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

No student may graduate from a certificate (except those programs that are waived) or an associate degree program without meeting the standards of proficiency on the assessment test. A student may not enroll in any junior or senior level course at a Texas public college or university until proficiency is achieved.

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

## **Application and Certificate of Residence**

Prospective students will complete a State of Texas Common Application for Admission to Texas Public Colleges & Universities ([www.applytexas.org](http://www.applytexas.org)) and must provide or have on file documentation appropriate to the method of admission as listed below.

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

## **Method of Admission**

### **High School Graduation**

A graduate of an accredited high school may enter Frank Phillips College. An accredited high school is one that is recognized by the education agency of the state in which the high school is located.

**The student is required to have an official high school transcript forwarded to the Office of Admissions and Records. Transcripts and testing results or proof of exemption should be sent immediately following the close of the last semester of attendance in high school.**

### **Examination**

Individuals who have attained scores on the General Educational Development (GED) test, which meet the standards prescribed by the Texas Education Agency, are eligible for admission to Frank Phillips College. The passing score for GED examinations completed **prior to January 1, 1997** is an average standard score of 45 on all five tests. For examinations completed between **January 1, 1997 and January 1, 2002**, the passing score is a minimum standard score of 40 on each of the five tests and an average standard score of 45 on all five tests. For examinations completed after **January 1, 2002**, the passing score is a minimum standard score of 410 on each of the five tests and an average standard score of 450.0 on all five tests.

**The individual is required to provide an official report of GED scores or a copy of the GED certificate to the Office of Admissions and Records.**

### **College or University Transfer**

- Certificate- and degree-seeking students must submit official transcripts from all institutions of higher education previously attended to the FPC Office of Admissions and Records. Transcripts become the property of the college and will not be returned to the student or forwarded to another school.
- The transcripts must be evaluated by an academic advisor or counselor upon receipt at FPC via the completion and approval of the appropriate degree plan form. In the event that a conditional registration is processed without official transcripts or formal evaluation, the evaluation must be completed prior to the end of the first academic semester or session in which the student is enrolled.
- Transfer students who are not on academic probation or suspension at the institution most recently attended will be admitted in good standing.
- Transfer students who are on academic probation or suspension at the institution most recently attended must meet the criteria for readmission disclosed in the Academic Policies section.
- If a transcript is received that shows academic suspension from the last school attended after the student has completed enrollment at Frank Phillips College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees. Likewise, a student may be administratively withdrawn if a transcript is received that shows testing information contrary to information provided by the student.
- Transfer students who are not enrolling to complete a degree or certificate need only submit an official transcript from the institution most recently attended.
- Students who have advanced degrees from other institutions and are enrolling for personal development need only submit transcripts to document assessment test exemption.

### **Concurrent/Dual Credit Enrollment**

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

- Attained junior status according to standards set by the high school. The high school principal and chief academic officer of the college may approve exceptions to this requirement for students demonstrating outstanding academic performance and capability
- Achieve the Texas Higher Education Coordinating Board testing standard on TAKSMath (2200 or above) and/or English Language Arts (2200 or above and 3

on the writing sample) or

- Passed the THEA, ACCUPLACER, SAT, ACT, or other state accepted test (or provide proof of exemption).

### **Satisfying TSI Requirements for Dual-Credit Courses**

High school students may be exempt from the state-mandated TSI testing if they meet the qualifying standards on the SAT, the ACT or the 11th grade Texas Assessment of Knowledge and Skills (TAKS). The standards are:

- SAT – 1070 combined, with 500 or higher math and/or verbal
- ACT – 23 composite, with 19 or higher math and/or English
- TAKS – 2200 in math and/or 2200 with writing sub-score of at least 3 in English/Language Arts (ELA)

Students who do not meet the standards above may take one of the assessment instruments approved for TSI purposes below and enroll in courses if they meet the scores below:

- THEA – 230 in Math, 230 in Reading, 220 in Writing
- ACCUPLACER – 63 in Math, 78 in Reading, 6 on the writing sample or 5 on the writing sample and an 80 or above on the objective writing test.
- Asset – 38 in Math, 41 in Reading, 40 and a writing sample of 6 in writing
- Compass – 39 in Math, 81 in Reading, 59 and a writing sample of 6 in writing

The scores for SAT and ACT exemption can only be considered if the student reaches the composite score of 23 on the ACT or the combined score of 1070 on 14 the SAT. Students may take college-level courses related to the area(s) of the test on which the exemption scores are met. For example, meeting the SAT 1070 combined with 500 or higher in Verbal will exempt students from TSI testing in reading and writing; 23 composite with a 19 or higher on the ACT English will exempt students from TSI testing in reading and writing; and meeting the 2200 with writing sub-score of at least 3 on the exit-level TAKS will exempt students from TSI testing in reading and writing. SAT and ACT scores are valid for five years from the date of testing; TAKS scores are valid for three years.

### **Qualifying TAKS Scores – College Readiness Standard (for students entering 10th grade in academic year 2003-2004 and beyond)**

Sophomores who score 2200 on the 10th grade TAKS math and/or ELA (with writing sub-score of 3) may use those scores to enroll in dual-credit courses without taking a state-mandated TSI assessment through their senior year. By law this is not an exemption – 10th grade scores give students permission to enroll in dual credit classes without testing. The true exemption is based on exit-level TAKS scores. Sophomores who meet the standard in one area may take dual credit courses related to the area of the test they passed. If the qualifying

standard isn't met on either section of the 10th grade TAKS, but the student wants to take college-level courses during his or her junior year, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed. There may also be institutional requirements students must meet.

Juniors who score 2200 on the exit-level (11th grade) TAKS math and/or ELA (with writing sub-score of 3) are exempt from state-mandated testing and may enroll in dual or concurrent credit college courses their senior year. Juniors who meet the standard in one area may take dual or concurrent courses related to the area of the test they passed. If the qualifying standard isn't met on either section of the 11th grade TAKS but the student wants to take college-level courses during his or her senior year, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed. Students who meet the qualifying standard on one section (math or ELA) of the 10th grade TAKS and enroll in related dual-credit courses, and then meet the qualifying standard on the other section (math or ELA) when they take the exit-level TAKS, may have satisfied TSI requirements if they successfully complete the college-level courses taken during their junior year. Keep in mind that these exemptions excuse students from having to take state-mandated tests only.

Certain courses are approved through Dual Credit Partnerships between the college and local independent school districts for dual credit high school and college credit. Dual-credit students enroll in college courses while in high school and earn simultaneous academic credit from both the college and the high school.

**To be admitted, concurrent/dual-credit students must demonstrate college-level ability and provide the Office of Admissions and Records with written approval of the high school principal or counselor, an official high school transcript and state mandated test scores or proof of exemption.**

Concurrent/dual-credit students will be limited to enrollment in no more than two courses per college semester in accordance with the Texas Higher Education Coordinating Board. Exceptions to this requirement for students with demonstrated outstanding performance and capability may be approved by the high school principal and the chief academic officer of the college.

### **Individual Approval**

Prospective students who do not meet one of the other methods of admission

may be admitted under the “Individual Approval” provision, provided there is evidence that the individual can meet college course standards. Students must be at least sixteen years old and provide a notarized record of subjects completed. All individuals seeking admission under this method should contact the Chief Academic Officer.

### **Special Admission Requirements**

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

### **International Students**

Frank Phillips College recognizes the educational importance of a continuous international cultural exchange to both the local and world communities. International students receive the same educational opportunities as other Frank Phillips College students. The college requires that the international applicant provide:

- Evidence of satisfactory completion of appropriate secondary education.
- Complete academic records, including official secondary and post-secondary transcripts, indicating an average of a B or above.
- An official TOEFL score report indicating a minimum score of 500 on paper exam and 173 on computer; or show competency through ESL classes provided by Frank Phillips College. To advance to college level courses must be approved by the Dean of Student Services.
- An affidavit of financial support that includes the source of support and bears the official seal of the verifying bank.

Once admitted, international students must:

- Reside in campus housing.
- Post \$8,000 bond prior to registration or provide proof of financial support through scholarships or sponsors.
- Show satisfactory evidence towards completion of a program of study at Frank Phillips College.
- Pay tuition, fees, room and board upon registration for the first semester (to be deducted from the \$8,000 deposit).
- Purchase hospital or health insurance or show evidence of a personal policy before enrollment.
- Maintain the same academic and attendance standards as other students.
- Cooperate with all school personnel.

Questions concerning the admission of international students should be directed to the Dean of Student Services.

**Nursing Program** - All applicants must contact the Nursing Department for admission information at (806) 457-4200 X 746.

**Cosmetology Program** - All applicants must contact the Cosmetology Department at (806) 457- 4200, X 747 for admission information.

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

### **Transfer Transcript Evaluation**

Disclosed in the admission guidelines for transfer students is the requirement for submitting all official transcripts from any institutions of higher education previously attended. It is the intent of Frank Phillips College to evaluate all in-coming transcripts at the time of receipt. However, should a conditional registration be processed without official transcripts or formal evaluation, the evaluation will be completed prior to the end of the first academic term in which the student is enrolled.

During academic advising, the counselor or academic advisor will provide his/her recommendation for credits to be accepted. This recommendation will accompany the completed student degree plan submitted to the respective Dean for signature. The procedure will be complete when final approval is received from the chief academic officer or his/her designate.

### **Advising Protocol**

The advising process for students at Frank Phillips College begins with the New Student Orientation. All new students are required to attend the meeting, which is scheduled prior to the first day of classes. During their first semester, first year students are required to make an appointment to meet with an advisor. Once a major is declared, each student is assigned to a faculty advisor in that major field of study. Faculty advisors are available to assist students in academic planning through completion of testing requirements and meeting prerequisites for courses taken.

Students who are undecided about a major should see a counselor in the Office of Student Services. Counselors not only work closely with the student in making satisfactory adjustments to the academic and co-curricular activities of the college, but they can also help with obtaining credit by exam, transfer equivalencies, and preparing a degree plan. This will help ensure the student is taking courses in the proper sequence for orderly and timely progress toward specific

educational goals.

As a part of the advisement program, students are guided in the proper selection of courses to transfer to a four-year college or university, a professional school, or a vocation. Current catalogs from other colleges and universities are available in the Office of Student Services. For more information on and assistance with advising, contact the Director of Counseling, Testing and Career Services in the Student Services Office (457-4200 ext 751).

### **Advisors**

Area	Advisor	Phone Ext.
Agriculture	Rodney Purswell & Dustin Warren	784 and 790
Anthropology	Deborah Summers	831
Athletes	Becky Green	720
Biology	Gina Marie Morris	750
Business/Management	Dick Novotny	759
Chemistry	Jennifer Shapiro	758
Computer/MIS/IT	Stephanie Mooney	708
Cosmetology	Erica Allen	747
Education	Sherrell Wheeler	754
Engineering	Elizabeth Summers	766
English	Judy Hart	731
Government	Jeff Hubbard	773
History	John Jordan	808
Mathematics	Beth Summers	766
Nursing	Lois Bivolcic	745
Pre-Pharmacy	Gina Marie Morris	750
Physics	David Brink	752
Psychology	Jan Moore	737
Speech	Sherrell Wheeler	754
TRiO Students	Clint Boswell	792
Welding	Mark Simmons	782

## **STUDENT RECORDS, TUITION & FEES**

### **Student Records**

In compliance with the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380 Education Amendments of 1974), Frank Phillips College provides information concerning the student records maintained by the college.

Student records are maintained in the following areas:

**Academic Records:**

- Admissions and Records Office
- Instructional Services Office
- Counseling, Testing and Career Services Office
- Faculty Offices

**Student Affairs Records:**

- Student Services Office
- Counseling, Testing and Career Services Office
- Services Office

**Financial Records:**

- Business Office
- Student Financial Services Office
- Library/LRC

**Directory Information**

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

- Name
- Dates of Attendance
- Student Classification
- Degrees and certificates received
- Awards received, the type of award received (academic, technical, Tech-Prep, or continuing education)
- Field of Study
- Enrollment Status (full-time, part-time, undergraduate, etc.)
- Name of most recent institution attended

**Release of Information**

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

Other than directory information or legally required releases of information, the

college will not permit release of educational records without the student's written consent. The consent must be signed and dated by the student and must indicate which records are to be released, the purpose of the release, and the name of the agency to which the records will be released.

Request for release of student information or for additional information concerning FERPA should be directed to the Office of Admissions and Records.

### **Review of Records**

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

### **Hold Placed on Records**

A hold is placed on a student's records, including grades and transcripts, when the student fails to resolve financial obligations with the college. A hold will also be placed on the student's transcript when the student fails to provide required transcripts from prior educational institutions. The hold remains in effect until all obligations have been resolved.

### **Transcript Service**

Students may request copies of their academic records accumulated while at Frank Phillips College. Transcripts are available through Student Central or the Office of Instructional Services. Transcript requests must be made in writing and must include a signature if the request is mailed or faxed. Students have the option of requesting a transcript being sent to another college or university through e-mail ([admissions@fpctx.edu](mailto:admissions@fpctx.edu)). All transcript requests must contain the student's social security number, birth date, a contact phone number, and last date of attendance at Frank Phillips College. Transcripts will be available 24 hours after requests are received in the Office of Admissions and Records.

### **Change of Address and/or Name**

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

### **Tuition and Fees**

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

Tuition and fees are due and payable in full by the first class day. Payment in full or an established payout plan (e.g.; FACTS) must be received by the Business Office by the first class day of the semester of term. Cancellation of registration due to non-payment will occur after the close of business on the first class day. Should a student be removed from class rolls due to non-payment, the student will have to re-enroll with a late fee. Payment may be made by cash, check, money order, or credit card approved by the Business Office.

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

- A resident of the Borger Junior College District is a student who resides within the Borger Junior College District and is not classified as a Non-Resident of Texas as explained in this section.
- A resident of Ochiltree County is a student who resides within Ochiltree County and is not classified as a Non-Resident of Texas as explained in this section.
- A Non-resident (of a Taxing District) is a student that neither resides within the Borger Junior College District or Ochiltree County nor is classified as a Nonresident of Texas.
- A Non-resident of Texas is a student younger than 18 years of age who does not live with his or her family and whose family resides in another state or whose family has not resided in Texas for the 12 months preceding the date of registration or a student of 18 years of age or over who resides out of state or who has not been a resident of the state 12 months after his 18th birthday or for 12 months immediately preceding the date of registration. A student 18 years of age or older may be exempt from being classified as a Non-Resident of Texas if he or she owns property which is subject to ad valorem taxation by either the Borger Junior College District or Ochiltree County.

### **On Campus Tuition & Basic Fees\***

Tuition for residents of the Borger Junior College District is \$32.00 per credit hour. Tuition for residents of Ochiltree County is \$44.00 per credit hour. For non-residents of either taxing district, tuition is \$53.00 per credit hour. Tuition for non-residents of the State of Texas or non-U.S. citizens is \$60.00 per credit hour with a minimum tuition of \$250.00.

The fees included in the tuition and fee schedule above encompass a \$36.00 per credit hour General Use Fee and \$8.00 per credit hour Student Services Fee. A Student Information Processing (I.P.) Fee of \$18.00 per semester is included in each student's Basic Fees. A fee of \$35.00 for Activity Center usage is included for students enrolled in 9 or more credit hours.

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

Credit Hours	Resident of Borger Junior College District	Resident of Ochiltree County	Non-Resident of Taxing District	Non-Resident of State or Country
1	\$125.00	\$137.00	\$148.00	\$339.00
2	\$205.00	\$229.00	\$251.00	\$383.00
3	\$285.00	\$321.00	\$354.00	\$427.00
4	\$365.00	\$413.00	\$457.00	\$471.00
5	\$445.00	\$505.00	\$560.00	\$581.00
6	\$525.00	\$597.00	\$663.00	\$691.00
7	\$605.00	\$689.00	\$766.00	\$801.00
8	\$685.00	\$781.00	\$869.00	\$911.00
9	\$800.00	\$908.00	\$1,007.00	\$1,056.00
10	\$880.00	\$1,000.00	\$1,110.00	\$1,166.00
11	\$960.00	\$1,092.00	\$1,213.00	\$1,276.00
12	\$1,040.00	\$1,184.00	\$1,316.00	\$1,386.00
13	\$1,120.00	\$1,276.00	\$1,419.00	\$1,496.00
14	\$1,200.00	\$1,368.00	\$1,522.00	\$1,606.00
15	\$1,280.00	\$1,460.00	\$1,625.00	\$1,716.00
16	\$1,360.00	\$1,552.00	\$1,728.00	\$1,826.00
17	\$1,440.00	\$1,644.00	\$1,831.00	\$1,936.00
18	\$1,520.00	\$1,736.00	\$1,934.00	\$2,046.00

For each hour over 18 hours add:

\$80.00	\$92.00	\$103.00	\$110.00
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**Off Campus Tuition & Basic Fees\***

Credit Hours	Non-Resident of Taxing District	Non-Resident of State or Country
1	\$148.00	\$339.00
2	\$251.00	\$383.00
3	\$354.00	\$427.00
4	\$457.00	\$471.00
5	\$560.00	\$581.00
6	\$663.00	\$691.00
7	\$766.00	\$801.00
8	\$869.00	\$911.00
9	\$1,007.00	\$1,056.00
10	\$1,110.00	\$1,166.00

each hour over 18 add:

\$103.00	\$110.00
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Tuition for non-residents of either the Borger Junior College District or Ochil-tree County is \$53.00 per credit hour. For non-residents of the State of Texas or for non-U.S. citizens, tuition is \$60.00 per credit hour with a minimum tuition of \$250.00.

Students enrolling in Interactive Television courses or off-campus classes are assessed a 36.00 per credit hour Extended Learning Fee and an \$8.00 per credit hour Student Services Fee. A Student Information Processing (I.P.) Fee of \$18.00 per semester is also included in the student’s Basic Fees listed in the above tuition and fee schedule.

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

**Other Fees**

**Lab Fees (\$)**

Agriculture \$ 20.00	English \$ 20.00
Anthropology \$ 20.00	Mathematics \$ 20.00
Chemistry \$ 20.00	P.E. (Activity) \$ 15.00
Dance/Drama \$ 15.00	P.E. (Rodeo) \$ 20.00
Drafting \$ 20.00	Physics \$ 20.00
ESOL \$ 20.00	Spanish \$ 20.00
Electronics Technology \$ 20.00	

**Course Fees (\$)**

Art	\$ 25.00	Music: Private Lessons	
Biological Sciences	\$ 40.00	(1 per week)	\$ 160.00
Computer Courses	\$ 25.00	(2 per week)	\$ 320.00
Cosmetology Program Fee		P.E. (Bowling)	\$ 50.00
(Fundamentals 1505/fall only)	\$ 40.00	P.E. (Golf)	\$ 30.00
IMAT	\$ 30.00	VCT Courses	\$ 50.00
On-line Course	\$ 50.00	Video/Telecourse	\$ 30.00
		Welding Courses	\$ 75.00

### **Student Mailbox Rental**

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

### **Laboratory Responsibilities**

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

### **Library Obligations**

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

### **Replacement Student Photo ID and Activity Center Card**

A fee of \$5.00 will be assessed for the replacement of a student photo ID or Activity Center Membership Card.

### **Returned Check Policy**

Students must exercise care when paying the college by check. A \$25.00 charge will be assessed for all returned checks. Returned checks that were submitted for payment of tuition and fees must be redeemed in cash by the tenth class day, or the student will be suspended from all courses. All other checks must be redeemed within five days after notice, or the student will not be permitted to attend class until the returned check and "Return Check Charge" are paid.

### **Student Accounts**

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

### **Non-funded Course Tuition**

If students are enrolling in a course which they have previously taken two or more times and have received a grade of A-F or any type of W (W, WP, or WF) will be charged an additional \$50 per semester credit hour (SCH) for the course. This charge will be added to the student's account the business day following

the registration session. These additional charges must be paid prior to the end of late registration or the account will be put on hold. The following groups of students are exempt from this Non-funded Course Tuition charge:

1. Foreign or Out-of-State students.
2. Those who have already received a Bachelor's degree.
3. Those who have course work prior to Fall 1996.
4. Preparatory courses.
5. Technical courses.

### **Tuition and Fee Refunds**

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

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

### **Classes Canceled by the College**

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

### **Withdrawals and Drops**

If a student withdraws from college prior to the first day of the semester, tuition and fees will be refunded minus a \$15.00 service charge. A \$10.00 change of schedule fee will be charged to add, drop, or change (drop and add) a class during the refund period.

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

Fall, Spring, and Summer Long Semesters:	
Prior to the first class day	100%
During the first 5 class days	80%
During the 6th through 10th class days	70%
During the 11th through 15th class days	50%
During the 16th through 20th class days	25%
After the 20th class day	None

Summer I and Summer II Semesters:

Prior to the first class day	100%
During the 1st through 3rd class days	80%
During the 4th through 6th class days	50%
After the 6th class day	None

Mini-terms (December/January or May):

Prior to the first class day	100%
During the 1st class day	80%
During the 2nd class day	50%
After the 2nd class day	None

Please see Student Financial Services for all withdrawals.

### **Flex-Entry and Non-semester Length Courses:**

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

### **“Class Days”**

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

### **Room and Board Refunds**

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

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

If a student is asked to leave the college due to disciplinary action, the student forfeits the right to a refund of the damage deposit. The student has twenty-four hours in which to remove all personal belongings from college property and vacate the premises.

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

Dorm damages or losses to public areas in the residence halls will be charged to the dorm residents. The total will be divided equally between all residents of the individual residence halls.

Any portion of the dorm deposit to which the student is entitled will be mailed after the student has officially checked out of the residence hall.

### **Textbook Buy-Back and Refund Policies**

The management and operations of the Frank Phillips College Bookstore is outsourced to the Texas Book Company; therefore the following policies are adopted and implemented by that external agency rather than by Frank Phillips College.

#### **Textbook Buy Back Policy**

As a service to the students, the bookstore offers to buy books on a daily basis. For books in good condition, which are needed for courses in the upcoming semester, the Bookstore may pay as much as one-half the price of purchase during the week of finals of any semester. Books not needed in courses offered during subsequent semesters, discontinued, or stocked in excess of expected need may be purchased at prices published in the Textbook Buying Guide.

#### **Textbook Refunds**

A picture I.D. and a receipt are required to obtain a refund on returned textbooks. New books must be in the same condition as when purchased. Used books must be in resalable condition. Refunds are not allowed during the weeks prior to or during finals.

#### **Deadlines for Returns**

Fall/Spring Terms:

Until the 12th class day or within 3 calendar days if purchased thereafter.

Flex/Summer Terms:

Until the 5th class day or within 3 calendar days if purchased thereafter.

## EDUCATIONAL SERVICES

Educational services are comprised of a network of structures designed to support and enhance the instructional programs of the college.

### **Library/Learning Resource Center**

The Dillard Library was established in 1967. The library building is the only 2 story building on campus and offers a great view with its oversized windows. The library itself is a 14,000ft facility housed on the 2nd floor of the building. This facility offers handicap access via elevator on the main floor or ramp access via the back entrance to the library.

The Dillard Library is a member of the Harrington Library Consortium (HLC), which consists of more than 80 libraries located in the Panhandle/North Texas region. Membership in the HLC allows FPC patrons access to all of the resources at any of the member libraries both directly as well as through Interlibrary Loan Services (ILL). ILL services are offered as a free benefit for all FPC patrons.

This library collection houses over 17,000 printed volumes of reference, academic and fiction books. There are also extensive academic and music CD collections and a growing DVD section. The LRC subscribes to more than 72 monthly, weekly, and daily periodicals. Newspapers are kept for 3 months and magazines are archived for 1 year.

Twelve computer workstations are available for patron use during open hours. These computers have internet access and will support all homework needs. The FPC Acceptable Use Policy must be followed while using the computers.

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

TexShare is a program developed by the Texas State Library and Archives Commission. TexShare offers a comprehensive collection of full-text articles from an

extensive list of online publications covering all subject areas and topics of interest. NetLibrary, an online resource offered by TexShare, provides access to 27,466 eBooks in full text.

The LRC is a member of the Harrington Library Consortium (HLC), which consists of more than 80 libraries located in the Panhandle/North Texas region. Educational Services Membership in the HLC allows FPC students access to all of the resources at any of the member libraries both directly as well as through Interlibrary Loan Services (ILL). ILL services are offered as a free benefit for both FPC students and community patrons using the LRC. **All patrons need an active library card through Frank Phillips College to use the ILL services.**

For extended education or homebound students without Internet access, resources available through the LRC may be obtained by calling (806) 457-4200 extensions 786 or 787. Depending on availability, arrangements can be made to receive books, periodicals, or other research materials by mail or by courier.

### **Student Computer Access**

Any FPC student or community patron is welcome to use the Library Resource Center's computers, located on the library's main floor. The 12 state-of-the-art computers have high-speed internet access, software to accommodate all coursework at Frank Phillips College and are available for use during the library's posted hours. Students will be required to use their student ID, and all patrons must adhere to all computer usage rules. Students may also use the ARC Lab computers for course work. The ARC Lab hours are posted at the beginning of each semester.

### **College Preparatory Studies Program**

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

- do not have adequate exposure to these skills;
- have been out of the academic setting for some time;
- feel their skills in these areas are not as strong as needed; and/or
- score below the passing level on the THEA or ACCUPLACER.

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

ESOL 0311 English Speaking and Listening I  
ESOL 0321 English Speaking and Listening II  
ESOL 0331 English Speaking and Listening III  
ESOL 0312 English Language Reading I  
ESOL 0322 English Language Reading II  
ESOL 0332 English Language Reading III

ESOL 0313 English Language Writing I  
ESOL 0323 English Language Writing II  
ESOL 0333 English Language Writing III  
ENGL 0311 Basic English  
ENGL 0312 Intermediate Writing Skills  
ENGL 0315 Basic Reading  
ENGL 0316 Reading Techniques  
MATH 0301 Basic Math  
MATH 0302 Elementary Algebra/Geometry  
MATH 0303 Intermediate College Algebra

Although students who do not pass all sections of the THEA or ACCUPLACER tests are required to take preparatory courses, all students are free to enroll in preparatory courses if they would like to enhance their academic skills.

### **ARC Lab**

The ARC Lab is a computer-based learning lab available to all students of Frank Phillips College. Here students will find computer-assisted instruction, peer-tutoring services, and supplemental instruction for various high-risk courses. Students may use the services available during posted hours. In addition, students may arrange to take make-up tests with permission of the instructor.

### **GED Pathways to Advanced Learning Lab**

The Pathways to Advanced Learning Lab is a consortium between Region XVI Education Service Center, Frank Phillips College, and the Panhandle Workforce Development Board and is located in the Classroom Learning Complex, Room CLC-15. It provides complete General Educational Development services. Services include GED preparation and instruction for basic skills, workforce, or college entry. There is no charge for these services. Instruction is individualized, and an individual assessment is given upon entry to the program. The student may begin GED testing whenever mastery of the needed skill is achieved. For more details contact the Director of Counseling, Testing and Career Services in Student Services at (806) 457-4200, X 751. Lab hours will be posted at the beginning of each semester.

### **Bookstore**

The bookstore is conveniently located in Student Central. It is the central clearing point for information concerning course textbook requirements. The bookstore stocks all texts and supplies, as well as a number of specialty items.

### **Testing Services**

Testing Services are provided to assist students, prospective students, and members of the community in fulfilling academic, personal, and vocational goals.

These services include administration of standardized tests as listed below and proctor services for students enrolled in distance learning programs.

Available testing includes:

ACT - American College Testing Program  
GED - General Educational Development Test  
Quick THEA - Texas Academic Skills Program  
ACCUPLACER

ACCUPLACER is administered under the supervision of the Student Services Office and the Director of Counseling, Testing, and Career Services. Contact either office at (806) 457-4200 ext. 751 or 721 for ACCUPLACER testing dates or information on the Quick THEA.

GED is administered at various times throughout the year. Please contact the Director of Counseling, Testing and Career Services at (806) 457-4200, ext. 751 for more information including costs and times of administration.

## **Student Financial Services**

Student Financial Services (SFS) are a part of an interrelated series of programs and services committed to supporting the mission of Frank Phillips College. It is the philosophy of the college that the educational opportunities of capable students should not be limited by their financial resources. The primary purpose of the college's financial aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend college. All students are encouraged to apply for financial assistance. Assistance is available to students through state and federal government programs. Students receiving assistance and/or awarded scholarships must complete a FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please refer to the section **How to Apply for Financial Assistance** for further instructions.

### **Types of State and Federal Assistance Programs**

#### **Federal Pell Grant**

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

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

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

### **Texas Public Education Grant (TPEG)**

The Texas Public Educational Grant is a state program, which does not have to be repaid. Awards are based on financial need, which is determined by need analysis through application as stated above, and availability of funds. It is administered by the Co-Directors of Student Financial Services.

### **TEXAS (Toward EXcellence, Access & Success) Grant**

The TEXAS Grant is a state program which does not have to be repaid. Requirements include: the student must be a Texas resident; have graduated from a Texas public or accredited private high school in Texas no earlier than 16 months prior to his or her enrollment; must have completed the recommended or higher high school curriculum; have financial need, which is determined by need analysis through application as stated above; must enroll at least  $\frac{3}{4}$  time in an undergraduate degree or certificate program; and must not have been convicted of a felony or a crime involving a controlled substance. The award will be based on the amount of tuition and fees assessed the student (In-District rates). The number of awards will be limited. To continue to receive this award, students will be required to have a 2.5 G.P.A. and complete 75% of their course load.

### **Texas Educational Opportunity Grant (TEOG)**

The Texas Educational Opportunity Grant is a state program which does not have to be repaid. Requirements include: Texas resident, financial need, enrolled at least half-time with an expected family contribution of \$2,000 or less for first-time awards. The grant is renewable if the student completes the hours attempted with a GPA of 2.5.

### **Federal College Work-Study Program & Texas College Work-Study Program**

The Federal and Texas College Work-Study Programs provide on-campus job opportunities, which allow students to earn money to help pay educational expenses. Work hours are flexible and generally fit 27 into the student's class schedule. Eligibility is determined by need analysis through application as stated above as well as by the availability of funds and positions of employment

on campus. Students employed through this program are paid biweekly. Employment through this program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends.

### **Federal Direct Lending**

The Federal Stafford Loan and Federal Parent Loan to Undergraduate Students (PLUS) are loans borrowed from lending institutions (banks or savings and loans, etc.) that are repaid with interest. Some are based on financial need, which is determined by need analysis through application as stated above. Loan application is accessible at [www.fpctx.edu](http://www.fpctx.edu). Loan disbursements for first time entering students are delayed for 30 days from the first class day as required by federal law.

### **Other Sources of Assistance**

#### **Workforce Investment Act**

The local Panhandle WorkSource helps individuals obtain employment and training and assists with meeting related expenses. Contact the Panhandle WorkSource in Borger for additional information: 901 Opal, Borger, TX, (806) 274-7171.

#### **Vocational Rehabilitation**

The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Application for such services should be made at the Texas Department of Assistive and Rehabilitation Services. Information is available at [www.dars.state.tx.us](http://www.dars.state.tx.us).

#### **Veterans**

Frank Phillips College is fully approved to offer instruction to students attending college under the provisions of the laws commonly referred to as the GI Bill. Veterans and eligible dependents of veterans should contact the Director of Enrollment Management prior to registration.

In order to qualify for benefits toward a certificate and/or degree program, the veteran or dependent must submit the following:

1. VA Form 22-1990 Application for Education Benefits or VA Form 22-5495 Request for Change of Place of Training;
2. A certified copy of VA DD Form 214, Certificate of Release or Discharge from Active Duty;
3. A complete official transcript of previous college work; and

#### 4. FPC Admissions Application.

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

#### **Hazlewood Act**

Veterans who have no remaining GI Educational benefits or veterans of the Spanish-American War through the Persian Gulf War may be eligible for benefits under the Hazlewood Act. To be eligible, individuals must currently be residents of Texas and must have been residents of Texas at the time they entered the armed forces. They must also have an honorable discharge from the service.

In order to qualify for benefits under the Hazlewood Act, the veteran must file the following documents with the Office of Admissions and Records:

1. A certified or photostatic copy of the DD214;
2. A complete official transcript of college work prior to the first semester of registration;
3. A processed need analysis for federal student aid (complete the FAFSA Application); and
4. A signed affidavit disclosing the number of semester credit hours funded by Hazlewood Act.

These records must be on file prior to registration. No refund is made to students who enter, pay their tuition and fees, and later present credentials. In such cases, benefits may be applied to the charges for the next semester.

#### **Waivers/Exemptions**

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

- Highest Ranking High School Graduates
- Orphans of the Members in Texas National Guard or U.S. Military
- Blind/Deaf Students
- Children of Disabled Firemen and Peace Officers

- Children of Prisoners of War or Persons Missing in Action
- Children Whose Parents Receive Texas Assistance for Needy Families-TANF
- Early High School Graduates
- Certified Educational Aid Exemption
- Children in Foster Care (See Student Financial Services Office for criteria)

### **FPC Payout Plan**

FPC offers a payout plan for tuition, fees, dorm and meals through the FACTS Payment Plan. Students may view the options and enroll online through FPC's web site: [www.fpctx.edu](http://www.fpctx.edu), Financial Aid, Links, and then eCashier. Different payment options and methods are available.

### **How to Apply for Financial Assistance**

Students may apply for financial assistance by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in the Student Financial Services Office and most high school counseling offices, or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, students must list the Title IV School Code number for all schools they are considering. The Title IV Code for Frank Phillips College is 003568. All applicants must apply every academic year.

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

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

- The student must have a High School Diploma or GED or pass an approved U.S. Department of Education 'Ability to Benefit' test. The approved test used by Frank Phillips College is the ACCUPLACER Test. Contact the Student Services Office for details on the approved test.
- The student must be enrolled in academic courses, which count toward a declared degree or certificate program that is at least 24 credit hours in length.
- The student's previous history and grade average at Frank Phillips College will be considered when awarding aid. The total number of hours attempted cannot exceed 150 percent of the published length of the student's major.

## **Award Process**

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

Cost of Attendance

Expected Family Contribution

Financial Need

Student Financial Services Officers will process complete files and “package” aid based on the student’s financial need. Awards can be a combination of different types of aid. A student’s enrollment status will normally be set at the time the student registers. If a student enrolls less than full time (12 credit hours) the student’s awards will be adjusted accordingly. Notification of aid awarded will be mailed/e-mailed to eligible students in the form of an “award letter.”

## **Release of Funds**

Financial assistance funds will be released according to Federal guidelines and the Business Office/Student Financial Services Disbursement Schedule, available from the Student Financial Services Office. Students with incomplete applications should make arrangements to pay their initial expenses (e.g. tuition, books, etc.) from their own resources. Once the application is complete, payment will be made as soon as possible. Students may also access the FPC payout plan available through FACTS. Please see the college’s web site ([www.fpc.tx.edu](http://www.fpc.tx.edu)) for access information.

Financial Assistance Payments are made in two forms:

- A charge to the appropriate grant or loan account for costs (tuition, books, etc.)
- A deposit to the student’s bank account or a stored value card for the balance of funds

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

## **Refunds/Repayments**

Refunds will be made to financial aid students as per college policy. Students

who receive Title IV aid (Pell, SEOG, & FFEL) and withdraw from or cease to attend all classes prior to the 10th week of class will be required to repay a portion of their aid to the Department of Education, per federal regulations.

### **Financial Aid Satisfactory Progress Policy**

Student Financial Services programs were created and funded to help students achieve access to higher education and accomplish academic goals. To make maximum use of the limited funds available, each student must maintain satisfactory progress in a course of study leading toward a degree or certificate. The Student Financial Services policy on satisfactory progress is outlined below:

- 1) Only students seeking degrees or certificates from FPC that require at least 24 credit hours and who are enrolled in credit hour courses that apply to their degree or certificate will be eligible to receive student financial aid. If a student is required to be enrolled in preparatory courses, these courses will be eligible for payment of financial aid, but the student must be enrolled in regular credit hour classes also. Students may receive financial aid for a maximum of 30 credit hours of preparatory courses.
- 2) Students must meet enrollment status requirements as outlined:
  - Full-time students must maintain and complete the semester with a minimum of 12 credit hours.
  - Three-quarter time students must maintain and complete the semester with a minimum of 9 credit hours.
  - Half-time students must maintain and complete the semester with a minimum of 6 credit hours.
  - Students receiving aid for less than half-time must complete the hours in which they originally enrolled.
- 3) Students must successfully complete their degrees/certificates in the equivalent of 150% of the credit hours required for the certificate or degree plan. Enrollment hours at the beginning of the semester will be used for the calculation. Preparatory courses will not be used for the calculation to determine the maximum time for completion.
- 4) The determination concerning a student's satisfactory progress toward his/her degree must be based on periods of performance when Title IV aid was received and periods of performance when no aid was received. Transfer and returning FPC students' academic records will be reviewed, and students may be placed on Financial Aid Probation if their past performance does not meet our Satisfactory Progress Policy. The probation status will be removed after a semester has been completed with at least 6 credit hours and a 2.0 GPA or above. (Classes must apply to the student's degree plan.) If the student does

- not make satisfactory progress, the student may be placed on Financial Aid Suspension.
- 5) Students receiving financial aid must maintain a 2.0 grade point average and will be monitored according to policy for satisfactory progress. At the end of each academic semester, the student's grade point average will be considered, and the percentage of work completed toward the recipient's degree will be determined. Consequences of failure to meet financial aid satisfactory progress are listed below:
- If the student does not achieve satisfactory progress in a semester, a notice will be mailed to the student placing him/her on financial aid probation. A student on financial aid probation may continue to receive financial aid.
  - If the student fails to maintain satisfactory progress in a subsequent semester, the student is placed on financial aid suspension. A student on financial aid suspension will not receive financial aid.
  - If the student fails to complete at least 50% of the hours attempted in a semester with at least a 1.0 grade point average, the student will be placed on financial aid suspension and the student will not receive financial aid.
  - If a student takes an incomplete on a course, the "I" will be treated as an "F" for that course for financial aid satisfactory progress purposes. When the student completes the course, the student will be responsible for submitting a changed grade transcript to the Student Financial Services Office. Probation/Suspension will be adjusted on the grade received for the course.
- 6) Exceptions to the above policy of satisfactory progress may be made by the Director of Student Financial Services. Criteria that will influence the decision will include:
- Class attendance, completion of assignments, and substantiated academic progress in courses required for a degree.
  - Completion of a subsequent semester of at least half-time enrollment with a 2.0 or above grade point average. Courses cannot be classified as preparatory and must be credit hour courses that apply to the student's degree or certificate.
  - Unusual circumstances (extended medical confinement or family death).
- 7) The student has the right to appeal any decision made on his/her right to receive Title IV aid. The student who does not meet the criteria for continuance of Title IV aid but can demonstrate mitigating circumstances has the right to appeal. Appeals should be made in writing to the Director of Student Financial Services.

### **Students' Rights and Responsibilities**

Students have the RIGHT to ask:

- What financial assistance is available?
- What are the deadlines for submitting applications?

- What is the cost of attending and refund policies?
- What criteria is used to select financial aid recipients?
- How is financial need determined?
- What criteria is used to determine the amount of student's award?
- What is satisfactory progress and does it affect me?

It is the students' RESPONSIBILITY to:

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

**Please note:**

Policies are subject to change based on federal and state requirements. In the event of changes to the policies listed above, a notice will be posted in the Student Financial Services Office.

## **SCHOLARSHIP SERVICES**

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

### **How to Apply for Scholarships**

Scholarship applications can be obtained in the Office of Student Services and via the college website: [www.fpctx.edu](http://www.fpctx.edu). Completed application forms must be on file in the Student Services Office by April 1st.

- Students should carefully complete all scholarship applications answering all questions to the best of their abilities.
- Scholarship applicants must be eligible for admission to the college in accordance with existing policies found in the admission section of the Catalog.
- Scholarship applicants are required to complete the FAFSA in the Student Financial Services Office.
- Dorm scholarship applicants must have a completed application for Housing & Food Service on file in the Student Services Office and are required to have paid the housing deposit.

- High school seniors must submit a current transcript of all high school courses and grades attached to the scholarship application.

### **General Guidelines for Scholarship Recipients**

- Recipients must be enrolled or plan to enroll in a minimum of 12 hours per semester, unless otherwise stated.
- Once enrolled, scholarship recipients are expected to fulfill and maintain the semester hour and grade point requirements specified for the scholarship.
- All scholarship recipients are required to apply for financial aid.
- All scholarship recipients are required to enroll in First Year Institute Class.
- All scholarship recipients are required to make an appointment with the Office of College Advancement.
- Scholarship recipients are subject to random drug testing.

### **Student Services**

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

#### **Student Orientation**

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

Student Orientation is a program conducted to familiarize all new students with the college. Orientation is held during the registration period each semester and is required of all first semester full-time students. Topics include student activities and student conduct, as well as support services and programs available. Students are given the opportunity to ask questions and to meet faculty and other students.

#### **Counseling Services**

The counseling program is a basic component of the educational process. Services are established in a broad and flexible manner, which assess individual needs and strive to contribute to each student's success. Academic advising is an integral part of counseling services. The college is committed to ensuring that students are taking the proper courses in proper sequence to meet their educational objectives. Students are encouraged to seek advising prior to initial enrollment and prior to registration each semester.

Counseling also addresses a number of other issues that impact the college experience. Issues may include: personal adjustment to college, stress management, and study skills development. Students desiring assistance are encouraged to contact the Director of Counseling, Testing and Career Services.

### **Career Services**

Career Services provide guidance to students who seek help in formulating and implementing career plans. Assessments, counseling, and library/resource areas are available in Student Services. To prepare students for entry into the job market, Career Services offer a resume writing program and assistance in developing job search and interview skills. For more information, students can contact the Director of Counseling, Testing and Career Services or consult the Texas Workforce website at [www.workintexas.com](http://www.workintexas.com).

### **Special Services**

Special Services make available additional support services to select populations of students. Students are assisted in developing independence and self-reliance so that they may function in the college setting. The ultimate goal of these services is to provide opportunities to help students reach their full potential and become productive and effective members of the work force, contributing to the well-being of themselves, their families, and their community.

### **Special Populations**

Special Population Services are available to individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency.

A variety of services is available to meet the needs of individuals who qualify as “Special Populations.” These services include, but are not limited to:

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

Any student who has a need for such help is encouraged to contact the Special Populations Coordinator or Student Services.

### **Students with Disabilities**

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

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

### **TRiO Student Support Services**

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

How do I qualify for TRiO?

Students can qualify in one or all of these three areas:

1. First Generation College Student – neither of the student’s parents has a 4-year college degree.
2. Low-Income Household – determined by the federal government income.
3. Physical or Learning Disability – any type of physical or learning disability. The disability must be documented.

What services does TRiO provide?

- Tutoring
- Book Loan Program
- Mentoring
- Computer Lab
- Counseling and Academic Advising Services
- Career and Technology Workshops
- Seminars
- Cultural Activities
- Grant Aid

### **Residential Living System**

Frank Phillips College is committed to providing an environment that is conducive to learning. To help fulfill this commitment, the college operates safe, secure, and well-maintained residential living facilities. Residence halls are located on the western slope of the campus, west of the Classroom Learning Complex,

and one block south of the main campus at 200 Tyler Street. Ample parking is available in front of each residence hall.

Students desiring residential living accommodations should make reservations for such accommodations before registration begins. Housing applications may be obtained from the Office of Student Services.

### **W.G. Stephens Hall**

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

### **Maxine Goins Hall**

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

### **Tyler St. Student Living Facility**

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

### **Resident Responsibilities**

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

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

### **Student Activities, Organizations, and Programs**

Frank Phillips College provides a variety of activities, organizations, and programs to foster the social, cultural, physical, and intellectual growth of students. All students are encouraged to participate. For more information on any of the following organizations please contact the Student Services Office at (806) 457-4200, X 721.

## **Organizations**

Art Club	Business Club	Circle K
Computer Club	Cosmetology Club	Music Club
Rodeo Club	Student Senate	Phi Theta Kappa
Future Educators Association		

## **Sports Programs**

Frank Phillips College offers a variety of sports programs. For more information on any of the sports programs listed please contact the Athletic Department at (806) 457-4200, X 776

### **Intramurals**

Intercollegiate Athletics	Rodeo Team
Livestock Judging Team	Cheerleaders

## **Policies Governing Students**

The Dean of Student Services is charged with the primary responsibility of administering policies and procedures relating to students. It is the responsibility of the student to obtain a copy of the Frank Phillips College Student Handbook during orientation or from the Office of Student Services and to understand all policies and procedures found therein.

## **Official Summons**

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

## **Standards of Student Conduct**

Frank Phillips College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations, which are theirs by virtue of this membership.

The college expects its students to conduct themselves in such a way as to reflect upon the institution they represent. There are four basic standards of conduct required of all students:

- They shall assume the obligations of performance and behavior imposed by the college relevant to its lawful missions, process, and functions.
- They shall adhere to laws and ordinances of the Nation, the State of Texas, and the community in which they reside.
- They shall conduct themselves peaceably in espousing changes they consider necessary.

- They shall respect the rights and freedoms of others.

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

### **Student Rights and Responsibilities**

When students enter FPC, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. They are expected to learn and cope with problems by using intelligence, reasonableness and consideration for the rights of others; to obey laws and ordinances of the Nation, the State of Texas and the community in which they reside; and to conduct themselves peaceably in espousing changes they may consider necessary. As they prize rights and freedoms for themselves, they are expected to respect the right and freedoms of others.

Students are subject to federal, state and local laws, and college regulations and policies. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate and may include but not limited to the following: suspension, dismissal, and expulsion in appropriate cases for breach of federal, state, or local law, or college regulations or policies. The principle extends to conduct off campus, which is likely to have adverse effects on the college or on the educational process.

Violations of civil laws, including concealed weapons, theft, possession of intoxicants, possession of narcotics or other drugs, excessive absences, scholastic dishonesty, disrespect for constituted authority, improper entrance into any of the residence halls, destruction of college property, hazing, unlawful assembly, or other acts out of harmony with ideals of this institution are contrary to the aims of the college. These and similar violations render the student subject to immediate dismissal and/or removal from Frank Phillips College.

## **Student Discipline**

Every student is responsible to the college for his or her actions. In cases where a student's actions violate college policy, the Dean of Student Services will administer student discipline. Students are subject to such reasonable disciplinary action as considered appropriate. Disciplinary action may include a verbal warning, probation, dismissal from college housing, enforced withdrawal, suspension, or expulsion from the college. When flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, students may be suspended immediately pending formal investigation and hearing to determine final action. Any student who is suspended will forfeit any refunds or deposits.

The steps involved in the Disciplinary Procedure are as follows:

1. The Dean of Student Services will advise the student of the charges verbally and/or in writing. Information supporting the charges may be verbal or written and the student will be advised of the information.
2. The student may present information in his or her defense and request witnesses are heard in his or her behalf concerning the charges.
3. The Dean of Student Services will take appropriate disciplinary action, if required. A disciplinary report will be completed and filed as deemed appropriate.
4. The student has the right to appeal decisions resulting in suspension or expulsion to the Disciplinary Committee. The committee is comprised of the Chief Academic Officer, four faculty members, and the president of the Student Senate. The student must file a written request for a hearing within 24 hours to the Dean of Student Services, who will forward information concerning the case to the Chairman of the Disciplinary Committee.
5. The Chairman of the Disciplinary Committee will review the appeal and determine whether there is sufficient reason for a hearing.
6. If there is sufficient reason, the committee will be convened as soon as administratively possible.
7. The student will be notified by the Dean of Student Services of the date and time set for the hearing.
8. The student must provide the names of any witnesses who will appear on his or her behalf at least 24 hours prior to the hearing. Neither the student nor the institution is entitled to have an attorney present during the proceeding.
9. During the hearing, the Dean of Student Services will present charges and supporting information. The student and the Dean may each call witnesses and cross-examine witnesses.
10. The committee will review the information and make a final determination of the action to be taken. The decision of the committee will be presented in writing to the student.
11. If there is a question concerning due process, the student has the right to a

request a hearing from the President of the college. The student must file a written request for review within 24 hours to the Dean of Student Services.

12. The President will review the case only as it regards a determination of due process and will provide a decision in writing to the student.

13. The student has the right to appeal the case to the Board of Regents by providing a written request to the President.

14. The Board of Regents will review the case only in regard to due process.

### **Student Grievances**

The college views certain individual rights as fundamental in its commitment to provide an atmosphere that enhances the opportunities for success of all students. Serious consideration is given in instances where these rights may have been violated. A procedure has been established to address all complaints brought by students alleging discrimination on the basis of race, color, creed, sex, age, national origin, religion, or disability. The steps involved in the Student Grievance Procedure are as follows:

1. The student must file a written complaint with the Dean of Student Services.

2. The Dean of Student Services will convene the Student Grievance Committee, which consists of two faculty members, two students who are appointed by the president of the Student Government Association with the approval of the Dean of Student Services, and the Chief Academic Officer. If any of the committee members are named in the allegation of discrimination, an alternate member will be appointed. The committee will choose a chairperson from its membership, and the chairperson will vote only in the case of a tie. If a student can present reasons why any regular member would be biased, the chairperson may choose an alternate.

3. The student will be notified in writing of the time and place of the formal hearing.

4. The Student Grievance Committee will convene for the formal hearing within 20 days following the receipt of the written complaint. The student will testify and may present evidence or call witnesses to support the allegations. The entire hearing will be tape recorded, and the tape will be filed in the Office of Student Services.

5. The committee will make a decision based on a majority vote. The decision will be given in writing to the Dean of Student Services who will notify the student.

6. The student has the right to appeal the decision to the President of the college by submitting a written request within 72 hours.

7. The President will act on the request within 10 days. The President may affirm or overrule the decision in its entirety or may affirm or overrule the decision in part, or may elect to have a hearing to receive oral arguments of the parties prior to rendering a decision. The student will be notified of the decision in writing.

8. The student has the right to appeal the decision of the President to the Board of Regents by filing a request in the same manner as required for an appeal to the president. The appeal will be heard in the next regularly scheduled meeting of the Board of Regents.

### **Sexual Harassment**

Frank Phillips College is opposed to any and all forms of sexual discrimination or harassment within the college community and will take the steps necessary to stop such conduct. Determining what constitutes sexual harassment can vary according to individual circumstances, but it can be described in general terms as unwanted or unwelcome sexually-oriented behavior, such as physical actions or verbal comments, which adversely affects the working or learning environment of an individual. This statement of zero tolerance for sexual harassment applies to students and College personnel alike. Frank Phillips College's sexual harassment policy and procedures are designed to deal with complaints of sexual harassment in a reasonable and orderly fashion. To report incidents of sexual harassment, contact the office of the Dean of Student Services located in the Library Building room 19.

## **Academic Policies**

### **Academic Honesty and Integrity**

Students attending Frank Phillips College are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty including, but not limited to, cheating, collusion, and plagiarism is considered a serious offense and may result in disciplinary actions including:

- A grade of 0 for the test or assignment
- A semester grade of F for the course
- Administrative withdrawal from the course
- Academic suspension

### **Classroom Conduct**

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: 1). Obtaining an examination by stealing or collusion; 2). Discovering the content of an examination before it is given; 3) using an unauthorized source of information during an examination; 4). Entering an office or building to obtain unfair advantage; 5). Taking an examination for another person; 7). Possessing a cell phone in a classroom; 8) plagiarism. Plagiarism is the using, stating, offering or reporting as one's own, an idea, expression, or production of another person without proper credit.

### **Attendance Procedures: Effective Summer I 2009**

The college will adopt a procedure to withdraw students for non-attendance for compliance with financial aid, VA, and FoE. The absence procedure will be exactly like the absence policy for preparatory education.

In a class that meets two times a week for sixteen weeks, students will be withdrawn upon the seventh absence.

In a class that meets once a week for sixteen weeks, students will be withdrawn upon the fourth absence.

In summer and mini-term classes, students will be withdrawn upon the third absence.

Faculty will need to take attendance for all classes. Students who are absent because of sanctioned college activities will be excused for the class period. Faculty will decide which other absences are excused, but students will need to provide documentation for the absence and make arrangements for making up missed work.

### **Cell Phones and Other Electronic Devices Procedure:**

Cell Phones and Other Electronic Devices Procedure: Cell phones and electronic devices in the classroom create a distraction for both students and faculty. Cell phones are also considered suspicious during test taking. Therefore, Frank Phillips College outlines the procedure for handling cell phone usage in a classroom as follows:

First Offense: the student will be warned verbally by the instructor to turn off the cell phone or electronic device or by appropriate administrative personnel at distance sites. The instructor will make a notation of the infraction.

Second Offense: the student will be asked to leave the class period for the day and will receive zeros for any work done in class on that day; a student receiving instruction through remote connection at an off-campus site will be required to attend the class face to face in Borger from this class date forward.

Third Offense: the student will be administratively withdrawn from the class in which the infraction occurred and will receive no refund for the class.

Students should leave the college's main number with an appropriate contact in case of an emergency.

Borger: (806) 457-4200, ext. 0 or 886-5047 after hours

Perryton: (806) 648-1450

### **Student Intellectual Property Rights**

Set forth below are rights and responsibilities regarding intellectual property created as a student at Frank Phillips College. Any intellectual property (such as research papers, essays, inventions, discoveries, creations and new technologies) conceived or first reduced to practice by a student at Frank Phillips College as a work product (including homework assignments, laboratory experiments, special and independent study projects) of a course will be owned by the student. Frank Phillips College does not claim ownership of such intellectual property.

### **Credit for Courses**

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

### **Explanation of Course Number**

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

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

### **Credit Hours**

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

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the um-

ber of hours they are employed each week and to the student activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. Students should remember that, as a rule, two hours of preparation outside of class are necessary for each hour of class time.

## **Alternative College Credit**

### **Credit by Exam**

Frank Phillips College offers students an opportunity to earn college credit by examination. Students must petition for credit through the Office of Student Services. Credit earned through examination will be placed on the student's permanent record when the number of hours earned in residence equals the number of credits earned by examination. Course credit will be listed on the student's transcript along with the course number, title, and the grade "CE." A footnote will indicate that the credit was obtained by examination. Credit will not be awarded for any exams taken more than five years prior to a student's enrollment at Frank Phillips College. Complete information concerning the program of credit by examination may be obtained through the Dean of Student Services.

### **Advanced Placement (AP)**

The College Board Advanced Placement (AP) Program examinations are offered in participating secondary schools. Frank Phillips College may accept AP test scores for comparable course work within an academic discipline. Credit may be granted for a score of three or above. The amount of credit earned is determined by the appropriate Dean. The student is responsible for forwarding an official report from Educational Testing Services (ETS) to the Office of Student Services.

### **College Level Examination Program (CLEP)**

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

<b>CLEP Examination</b>	<b>Subject Required</b>	<b>FPC Course</b>
Accounting, Principles of	50	ACCT 2401, 2402
American Government	50	GOVT 2305
Biology, General	50	BIOL 1406, 1407
Calculus with Elementary Functions	50	MATH 2413, 2414
Chemistry, General	50	CHEM 1411, 1412
College Algebra	50	MATH 1314
English Literature	50	ENGL 2332, 2333
Freshman College Composition	50	ENGL 1301
History of the United States I	50	HIST 1301
History of the United States II	50	HIST 1302

Macroeconomics, Principles of	50	ECON 2301
Microeconomics, Principles of	50	ECON 2302
Psychology, Introductory	50	PSYC 2301
Sociology, Introductory	50	SOCI 1301
Spanish Language, College Level	50	SPAN 1411, 1412
Trigonometry	50	MATH 1316

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

### **Credit through TECH PREP**

Frank Phillips College grants credit for approved high school courses to students enrolled in articulated programs. To earn credit, the students must:

- successfully complete specified high school courses and receive a grade of 80 or above with high school teacher approval;
- graduate from high school;
- enroll and request credits within 28 months after high school graduation;
- initiate an official college education plan with an appropriate point-of-entry counselor; and
- complete at least nine hours of college degree courses that include one technical course from their declared TECH PREP program of study prior to the awarding of any Tech Prep articulated credit to the student's official record. Once these criteria are met, students may petition for credit by bringing a copy of their high school transcript to the Office of Student Services.

### **Armed Forces Credit**

Frank Phillips College may award credit for military experience and training. Credit may be awarded when learning achieved through military experiences is consistent with the educational objectives of the student and the requirements of the curriculum. Students who wish to obtain such credit must submit official documentation to the Office of Admissions and Records.

### **Credit for Experience**

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

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

cal field licenses, etc.;

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

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

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

The first three (3) credit hours for experience that are approved will be free. For any credits beyond the first three (3), students will be required to pay \$10 per credit hour granted, which will be transcribed. Only credits that are approved as "credit for experience" will be charged a fee.

Students are to consult with their advisors regarding "credit for experience" and complete the application form. The Chief Academic Officer will have the final authority in approving credit for experience.

### **Non-Accredited Transfer Credit**

Students with college credit from an institution of higher education not accredited by the Southern Association, New England Association, North Central Association, Northwest Association, Middle States Association, or Western Association may submit their transcripts for evaluation. Generally courses taken from a non-accredited institution will count neither as a general education core requirement nor an elective at FPC. Students, however, may still petition their requests by completing the form for "Non-Accredited Transfer Credit." Students

are encouraged to notify their academic advisors as soon as possible to process their requests. The Chief Academic Officer will have the final authority in approving credit from non-accredited institutions of higher education.

### **Class Schedule Revision**

#### **Course Cancellation**

Frank Phillips College reserves the right to cancel or reschedule any course listed on the schedule for which the number of registered students is too small to justify the offering or for any other reasons in the best interest of the college.

#### **Adding a Course**

To add a course, a student must consult an academic advisor and complete a schedule revision form. After payment of appropriate fees, the student must submit the schedule revision form to Student Central for final processing.

#### **Dropping a Course**

To drop a course, a student should consult the instructor or the appropriate Dean. The student must also consult an academic advisor and complete a schedule revision form. The student must also obtain clearance from the instructor or Dean, Student Financial Services, the College Bookstore, and the Business Office before the schedule change form is forwarded to the Office of Admissions and Records for final processing.

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

A grade of “W” will be given for drops processed on or before the last day to drop. It is the responsibility of the student to drop officially from a course. Failure to drop officially may result in the student’s receiving a grade of “F” in the course. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar.

### **State Limit on Dropped Courses**

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

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

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

### **Withdrawal from the College**

If for any reason a student must withdraw from all classes, proper withdrawal procedures must be initiated by the student in the Office of Student Services either in person or by written correspondence that includes the student's signature, address, social security number, phone number, and course names and numbers. The withdrawal must be cleared by the instructors involved, Student Financial Services, the College Bookstore, the Library/LRC, and the Business Office before it is forwarded to the Office of Admissions and Records for final processing. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar.

### **Class Attendance**

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

Students will be excused from class without penalty when either representing the college in an approved activity or having an approved reason for not attending. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor concerned.

Students who enroll in a preparatory course(s) because of TSI deficiency must

attend classes regularly. A student must not have more than three (3) absences in a course that meets once per week, more than six (6) absences in a course that meets twice per week, or more than nine (9) absences in a course that meets three times per week.

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

### **Grades & Reports**

Students' semester grades in all courses are filed in the Office of Admissions and Records, and these are the official records of the college. Final grades are reported at the end of each semester, and students may check their grades through the FPC website (CAMS); directions for accessing the site are posted on the Frank Phillips College home page ([www.fpctx.edu](http://www.fpctx.edu)).

### **Repeating a Course**

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

Grades are expressed in letters as follows:

A	Superior
B	Good
C	Average
D	Passing
F	Failure
CE	Credit Examination
CR	Credit by Experience
I	Incomplete
W	Withdrawal

### **Grade Points**

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

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

## **Grade Point Average (GPA)**

### **Semester Grade Point Average**

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

### **Cumulative Grade Point Average**

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

### **Incomplete Grades**

An “I” (Incomplete) may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements for a course. In order for the grade “I” to be assigned, the exact requirements the student is to fulfill must be outlined in a contract and signed by the student and instructor and submitted to the Chief Academic Officer for approval before the end of the term. The student must complete the specified course requirements before the end of the next full semester unless special permission for an extension is granted by the Chief Academic Officer. The instructor may specify a make-up time of less than the full-semester interval if the time period is noted in the contract. If the course requirements are not completed within the allotted time, the “I” will be changed to an “F.”

### **Grade Changes**

A petition to change a final course grade must be filed in writing no later than the end of the semester following the grading period in which the grade was earned. The petition should be filed with the Chief Academic Officer and should include compelling reasons for the change.

### **Student Grade Appeal Policy**

It is the policy of Frank Phillips College that instructors are solely responsible

for assessing and evaluating student work. A student may appeal a final class grade by using the following procedures. All timelines refer to the first regular semester after the semester or mini-, mid-, and summer term(s) in which the grade was awarded (e.g., fall, spring). Grade appeals are not processed during the summer sessions unless the Chief Academic Officer determines that the case warrants immediate review.

Written verification of each of the following steps below is critical. Steps two, four, and six require the student to submit a written appeal. Therefore, the appeal should be mailed with return receipt or delivered to the appropriate office and have a staff member verify the date and time of delivery. The Chief Academic Officer's decision on whether or not the deadlines have been met is final. The Chief Academic Officer has authority to extend the deadlines, but only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

Step 1: Within the first two weeks of the semester immediately following the grade in question, the student should discuss his or her concerns with the course instructor, stating the reason(s) for questioning the grade. If the instructor is not available or "on-campus," the student should notify the Division Chair/Director/Dean and obtain the mailing address and/or telephone number of the instructor.

Step 2: If the complaint is not resolved with the instructor, the student shall go to the Chief Academic Officer's office to obtain and complete a Student Grade Appeal Form. This form must be submitted to the faculty member and a copy submitted to the Division Chair/Director/Dean within the first three weeks of the semester. The student must attest in writing that he or she has informed the instructor he or she intends to file a grade appeal.

Step 3: Within two weeks from the date of receipt of the student's written statement, the instructor shall respond in writing to the student and provide a copy to the Division Chair/Director/Dean. The instructor should explain the grading procedures and how the grade in question was determined, as well as address any other issues raised in the student's statement.

Step 4: If the instructor is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the Division Chair/Director/Dean.

Step 5: The Division Chair/Director/Dean has two weeks to consider the student's written statement and the instructor's written statement and to confer with each. The Division Chair/Director/Dean, who does not have the authority to change the grade, shall inform the instructor and the student in writing of his/her recommendation. If a grade change is recommended, the instructor may refuse to

accept the recommendation. The instructor shall notify the Division Chair/Director/Dean and the student in writing of his/her decision.

Step 6: If the Division Chair/Director/Dean does not act on or resolve the matter within a two-week period, the student shall, within one week thereafter, read-dress and submit the written appeal to the Chief Academic Officer.

Step 7: The Chief Academic Officer shall convene the Academic Standards and Curriculum Committee to review the case.

If feasible, the committee will meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written recommendation and provide copies to the student, the instructor, and the Division Chair/Director/Dean.

Step 8: The Chief Academic Officer shall make a final decision after full consideration of the committee's recommendation within four weeks of receiving the student's appeal. The Chief Academic Officer has the authority to change the grade. The Division Chair/Director/Dean, the instructor, and the student shall be notified in writing of the Chief Academic Officer's decision.

### Grade Appeal Process

Complete steps:

1 & 2

3

4

5

6

7 & 8

Responsibility of:

Student

Instructor

Student

Division Chair/Director/Dean

Student

Chief Academic Officer

### Academic Progress

Students are expected to meet certain standards for course work completed at Frank Phillips College. A student must maintain a semester and cumulative grade point average of 2.0 or above to remain in good standing. Any student falling below a 2.0 cumulative grade point average will be required to take FYIS 0101, the college's orientation course during the next semester or sit out a long semester.

### Academic Honors

Frank Phillips College recognizes students with high academic achievement by naming them to the President's Honor Roll or the Dean's Honor Roll. These lists

are published soon after the close of the fall and spring semesters.

### **President's Honor Roll**

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

### **Dean's Honor Roll**

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

## **Academic Probation**

### **Placement**

- Since the minimum cumulative grade point average for graduation is 2.0, any student having completed twelve (12) or more credit hours must maintain a cumulative grade point average of 2.0. Failure to do so will cause the student to be placed on academic probation through the next regular fall or spring semester; the student must enroll in FYIS 0101 or sit out a long semester.
- No academic penalty will be assessed due to grades earned during the summer terms or mini-terms. (Students receiving veteran's benefits should refer to the Student Financial Services section of this handbook). Additionally, students may enroll during summer terms or mini-terms at FPC to improve their cumulative grade point average.

### **Conditions**

- A student placed on academic probation must meet with an academic advisor or counselor to review his/her academic progress.
- A student receiving Veteran's Administration education benefits who is placed on academic probation will be reported to the VA as making unsatisfactory progress according to the criteria.
- The student will be allowed to enroll in the next semester but may not register for more than sixteen (16) hours unless special permission is granted by the Chief Academic Officer.
- Students who enroll while they are on scholastic probation may continue to enroll in succeeding semesters providing they achieve at least a 2.0 semester GPA. Failure to do so will cause the students to be placed on academic

suspension.

### **Limitations on Number of Courses That May be Dropped Under Certain Circumstances**

As prescribed by S.B. 1231 and following action to be taken by the Texas Higher Education Coordinating Board, students dropping more than six (6) courses, including courses dropped at another institution, for reasons other than withdrawing from Frank Phillips College or for reasons other than undue hardship or military duty may be placed on academic probation. Students wishing to drop for reasons of undue hardship or military duty will need to present a written request indicating the nature of the undue hardship or military duty to the Dean of Student Services prior to dropping a course.

### **Return to Good Standing**

Students will be removed from academic probation when they have raised their cumulative GPA to 2.0 or above.

### **Academic Suspension**

#### **Placement**

- A student already placed on academic probation who earns a semester grade point average below 2.0 will be placed on academic suspension through the next regular semester.
- No academic penalty will be assessed due to grades earned during the summer terms or mini-terms. (Students receiving veteran's benefits should refer to the Student Financial Services section.) However, students may enroll during the summer terms or mini-terms at FPC to improve their cumulative grade point average.
- A student placed on academic suspension due to extenuating circumstances may petition, in writing, the Chief Academic Officer to be reinstated under academic probation.

#### **Conditions**

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

#### **Readmission**

After the suspension period of one regular semester, the student is eligible for readmission to FPC and will automatically be placed on academic probation.

## **Special Conditions**

### **Nursing Students**

Due to the structure of the nursing program, academic requirements vary from the above criteria. Students should review departmental guidelines for specific requirements.

### **Transfer Students**

Students transferring to FPC will be required to submit an official transcript for evaluation by the Director of Enrollment Management. Academic status (in good standing, probation, or suspension) will be determined based on their official transcripts in the same manner as other FPC students. Students transferring to FPC should refer to the General Admission Requirements for additional transfer requirements.

### **Graduation**

Frank Phillips College awards the Associate in Applied Science, Associate in Arts, Associate in Science, Associate of Arts in Teaching, and Associate of Arts in Music Field of Study degrees.

### **Graduation Under a Particular Catalog**

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

### **General Requirements for Graduation**

The student must:

1. meet the entrance requirements of the college;
2. complete the specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0;
3. earn at least 25 percent of the required credit hours through Frank Phillips College;
4. complete an Application for Graduation in the Office of Admissions and Records;
5. pay the Graduation Fee;
6. discharge all financial obligations to the college prior to graduation;

7. meet all TSI requirements, if applicable; and
8. participate in graduation exercises. (All students are encouraged to participate in graduation exercises. Students working toward associate degrees are eligible to participate in graduation exercises when they earn a minimum of fifty [50] credit hours.)

### **Procedures to Apply for Graduation**

Students entering their final semester toward completing a degree or certificate should complete an Application for Graduation in the Admissions and Records office between January 10 and two weeks before the end of the spring semester. Application for graduation includes verification of:

- a cumulative grade point average equal to or above 2.0;
- a completed degree plan and transcripts on file for the degree or certificate;
- a determination of the remaining credits that must be earned;
- payment of the FPC graduation fee; and
- referral to the College Bookstore for the cap and gown, if any.

### **Transfer of Credit**

Academic courses (specified in the Community College General Academic Course Guide Manual and the FPC core curriculum) successfully completed at FPC should be fully transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent courses are available for fulfilling associate degrees and the lower division portion of baccalaureate degree requirements. **It is the responsibility of the student, however, to determine prior to registration the transferability of any course.**

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

In order to facilitate transfer, a library of senior college and university catalogs is available in the counseling area. Likewise, counselors also maintain course articulation or conversion charts for many Texas institutions of higher education. These cross-reference charts enable students to determine the course equivalents at senior institutions. Counseling assistance is available to students who want more information about transferring to another institution.

Texas public senior colleges and universities usually accept sixty-six (66) hours of credit from a junior college. Some public colleges may deny the transfer of credit in courses with a grade of D. Preparatory courses are not transferable.

### **Resolution of Transfer Disputes**

Frank Phillips College encourages its students to take advantage of the Coordi-

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

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of its denial and the reason for it.
  - a) The Commissioner of Higher Education or the Commissioner's designee shall make a final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
  - b) The student who wishes to exercise his or her rights under these provisions needs to notify both the sending and the receiving institution of the intention to ask for a dispute to be resolved within 15 days of being notified that a transfer credit has been denied.

### **Guarantee for Transfer Credit**

FPC guarantees to its Associate in Sciences and Associate in Arts students who have met all the requirements for the degree beginning May 1998 and thereafter that course credits taken at FPC will transfer to other public supported Texas colleges or universities provided conditions listed below are met.

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These components must be identified by the student in accordance with the application for admission process and during the first semester of enrollment at FPC.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file in the Office of Admissions and Records at FPC. This plan must include the institution to which the student will transfer, the bacca-

- laureate major and degree sought, and the date such decision was made.
4. Only college-level courses with the Community College General Academic Course Manual approved numbers are included in this guarantee.
  5. Credit by examination (such as CLEP, etc.) must satisfy requirements of the receiving institution.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer for similar course or courses as listed in the Community College General Academic Course Guide Manual, the student must notify the Chief Academic Officer at FPC within 15 days of first notice of transfer credit denial so that the transfer dispute resolution process can be initiated.

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

### **Guarantee of Program Proficiency**

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

1. The graduate must have earned the Certificate of Completion or the AAS degree in a workforce program identified in FPC's catalog.
2. The graduate must have completed requirements for the Certificate of Completion or the AAS degree at FPC, with a minimum of 75% of credits earned at FPC.
3. The graduate must be employed full-time in the area directly related to the area of the program concentration as certified by the Chief Academic Officer.
4. Employment must commence within 6 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by FPC as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment with the employer.
6. The employer, graduate, Chief Academic Officer, FPC counselor, and appropriate faculty advisor will develop a written educational plan for retraining.
7. Retraining will be limited to nine (9) semester credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
  9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
  10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
  11. Only course work taken within 5 years prior to graduation will be covered.
  12. The guarantee does not include proficiency in computer software upgrades and technology improvements made after a student has successfully completed a course.
- A student's sole remedy against FPC and its employees for skill deficiencies shall be limited to nine (9) semester credit hours of tuition-free education under the conditions described above. Activation of this guarantee may be initiated by the graduate by contacting the Chief Academic Officer within 90 days of the graduate's initial employment.

## **Instructional Programs**

The purpose of the Associate in Arts (A.A.) and the Associate in Science (A.S.) degree programs is to provide students with university-parallel or pre-professional courses, which readily transfer to four year colleges and universities. Upon completing a degree, FPC students generally transfer to area universities with junior class standing. While the curricula suggested in this catalog will satisfy the requirements of most senior institutions, it is the students' responsibility to identify as early as possible the institution to which they will transfer and to ascertain the specific degree requirements of that institution for the freshman and sophomore years. Students should consult with an FPC advisor on a regular basis to ensure enrollment in courses appropriate to the chosen major field of interest.

The A.A. and A.S. degrees require completion of a minimum of 64 credit hours,

excluding preparatory credits, 25 percent of which must be earned in residence at FPC. Most colleges/universities will accept at least 65 credit hours in transfer to satisfy specific baccalaureate requirements.

#### Pre-Professional Programs

Pre-Dentistry

Pre-Engineering

Pre-Medicine

Pre-Pharmacy

Pre-Veterinary Medicine

Pre-Professional Studies of Engineering

Pre-Professional Studies in Law

Pre-Professional Studies in Physical Therapy

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

#### **Additional Degrees**

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







