

## VI. STUDENTS

### A. REQUIREMENTS FOR ADMISSION

#### 1. By High School Graduation:

- a. Any graduate of an accredited high school may be granted admission to Texas Southmost College.
- b. Admission to certain programs of study offered by Texas Southmost College is subject to the individual student's abilities and record.
  - i. In the case of these programs, students possessing weak or deficient scholastic backgrounds may be required to satisfactorily complete one or more prerequisite courses prior to consideration for admission to a particular program.
  - ii. The purpose for this rule is to prevent the student from experiencing scholastic difficulties while pursuing highly concentrated courses of study leading to careers of personal interest to the student's current achievement.

#### 2. By Transfer from Another College:

- a. A student may be admitted by transfer from another accredited college.
- b. The student must present an official transcript from any and all colleges previously attended.
- c. If the student is on probation at the institution from which he is transferring, he will be placed on probation here.
- d. Students other than residents of the Southmost Union Junior College District on scholastic dismissal from other colleges or universities may not be admitted to Texas Southmost College.
- e. Residents of the District, who are on dismissal from other institutions, may be admitted on scholastic probation and will be limited to four courses excluding activity/health/wellness/fitness kinesiology courses.

#### 3. By Individual Approval:

- a. An applicant who has not graduated from high school may be admitted on the basis of written examinations or successful completion of the General Educational Development Testing Program or upon the recommendation of the principal or superintendent of the last high school attended.
  - i. Content of the written examinations shall reflect high school equivalency.
  - ii. The form and type of these examinations and the procedure for administering them are to be determined by the College administration.
- b. A person, who is eighteen (18) years of age or over, may be exempt from the admissions requirements of this section and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates ability to carry the college work assigned. Students admitted on this condition shall be subject to the same policies and regulations as all other students.
- c. Students enrolling in the terminal curriculum including vocational-technical courses shall be subject to the same requirements as those listed in this section. A student not meeting the requirements for admission to a standard academic or general curriculum may be admitted to a terminal program on individual approval if he/she is at least eighteen (18) years of age.

**4. Concurrent Enrollment:**

- a. A student who has completed his junior year of high school may, upon the recommendation of the high school principal, be permitted to enroll at Texas Southmost College concurrently.
- b. The total class load of such student shall not exceed the equivalent of sixteen (16) semester hours, counting each high school course as the equivalent of one three-hour college credit course.

Authority: Texas Education Code, Section 61.061; Coordinating Board, Texas College and University System Rule 251.02.16.003

Originally approved: April 9, 1968

Amended: February 20, 1975

Amended: February 16, 1981

Amended: January 29, 1998

Amended: November 1, 2001

**B. TUITION**

**1. Credit Courses**

	In-District Students a. PER SCH/MIN	Out of District Students b. PER SCH/MIN	Non-Resident Students c. PER SCH/MIN
Tuition	100% of UTB Residents Tuition Rate (excluding Designated Tuition) (rounded to the nearest dollar)	100% of UTB Resident Tuition Rate (excluding Designated Tuition)	100% of UTB Non-Resident Tuition Rate

**2. Non-Credit Courses**

- a. AE (Occupationally Related) Courses

Assessed as determined by Workforce Training and Continuing Education and/or as required by State Law.

Effective Spring Semester 2008.

Authority: Texas Education Code, Sec. 54.051

Originally approved: May 6, 1926

Amended: October 17, 1991

Amended: June 9, 1993

Amended: November 1, 2001

Amended: August 28, 2003

Amended: September 26, 2007

**C. WAIVER OF NON-RESIDENT TUITION**

- 1. The Board of Trustees of Southmost Union Junior College District waives the difference between non-resident and resident tuition rates for individuals, or their dependents, who own property which is subject to *ad valorem* taxation by the SUJCD.

2. Aliens not domiciled in the United State are not eligible for waiver of the non-resident tuition rate due to payment of *ad valorem* taxes.
3. Persons, or their dependents, applying for such waiver shall verify property ownership by presentation of an *ad valorem* tax statement or receipt issued by the tax office of the SUJCD, or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to *ad valorem* taxation by SUJCD.
  - a. If a sworn affidavit is accepted at the time of enrollment, verification of the student as an *ad valorem* taxpayer must be provided by the end of the semester of enrollment.

Authority: SUJCD Board of Trustees  
Originally approved: October 13, 1982  
Amended: June 4, 1992  
Amended: November 1, 2001

#### **D. DEGREES CONFERRED AND CERTIFICATES AWARDED BY TEXAS SOUTHMOST COLLEGE**

##### **1. Degrees Conferred:**

- a. Associate in Arts
- b. Associate in Fine Arts
- c. Associate in Applied Science

##### **2. Certificates Awarded:**

- a. Certificate of Completion
- b. Occupational Training Certificate
- c. Certificate of Proficiency

##### **3. Requirements for Graduation:**

Satisfy admission requirements and successfully complete the requirements for the degree or certificate as outlined in the Texas Southmost College/The University of Texas at Brownsville catalog.

Authority: SUJCD Board of Trustees  
Originally approved: July 13, 1971  
Amended: February 16, 1981  
Amended: November 12, 1987  
Amended: November 1, 2001

#### **E. STUDENT DIRECTORY INFORMATION**

1. Educational institutions are not permitted to disclose personally identifiable information from educational records of a student without the prior written consent of the parent or the eligible student. Whenever the student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the right accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.
2. An educational agency or institution may disclose personally identifiable information from the education records of a student who is in attendance at the institution or agency if that information has been designated as directory information unless a student has requested that no directory information in his/her file be released without his/her written consent.

3. "Directory information" includes the following information relating to a student:
  - a. The student's name, address, and telephone number
  - b. Date and place of birth
  - c. Major field of student
  - d. Participation in officially recognized activities and sports
  - e. Weight and height of members of athletic teams
  - f. Date of attendance
  - g. Degrees and awards received
  - h. The most recent previous educational agency or institution attended by the student
  - i. Other similar information

Authority: 20 U.S.C., Section 1231(g)  
Originally approved: October 17, 1979  
Amended: February 16, 1981  
Amended: August 22, 1985  
Amended: November 1, 2001

## **F. CALENDAR AND COLLEGE HOLIDAYS**

1. The calendar and holidays for SUJCD shall be the same as those of the UTB/TSC Partnership calendar and holidays.
2. Any non-exempt College employees required to work on the above dates will be paid twice their regular hourly rate of pay for such work.
3. Because of the varying needs for services with the overall college organization, not all elements within the College keep the same work hours or schedule of work days. Other than the holidays indicated on the UTB/TSC calendar there is no single College calendar applicable to all employees.

Authority: Coordinating Board, Texas College and University System, Rule 17.1  
Originally approved: January 13, 1970  
Amended: June 25, 1987  
Amended: November 1, 2001

## **G. COLLEGE GRADUATE GUARANTEE POLICY**

### **1. Guarantee for Transfer Credit:**

Texas Southmost College guarantees to its Associate of Arts graduates and other students who have met the requirements of a sixty (60) credit hour transfer plan, the transferability of course credits to those Texas colleges or universities which are listed in the Texas Southmost College Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses and course related fees at Texas Southmost College which are acceptable to the college or university.

- a. Special conditions which apply to the guarantee are as follows:
  - i. Transferability means the acceptance of credits towards a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dated 1994-95 or later;
  - ii. Limitations of the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability are subject to the limitations stated in the catalog of receiving institution; and

- iii. The guarantee applies to courses included in a written transfer or degree plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made-which must be filed with Texas Southmost College.

**2. Guarantee for Job Competency:**

- a. If an Associate of Applied Science (A.A.S.) graduate is judged by their employer to be lacking in technical job skills identified as exit competencies for their specific degree program, the graduate will be provided up to nine tuition-free credit hours and course related fees of additional skill training by Texas Southmost College under the conditions of the guarantee policy.
- b. Special conditions which apply to the guarantee are as follows:
  - i. The graduate must have earned the A.A.S. Degree beginning May 1995, or thereafter in an occupational program identified in the Texas Southmost College catalog.
  - ii. The graduate must have completed the A.A.S. Degree at Texas Southmost College (with a majority of the credits being earned at Texas Southmost College) and must have completed the degree within a four-year time span.
  - iii. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President for Academic Affairs.
  - iv. Employment must commence within twelve (12) months of graduation.
  - v. The employer must certify in writing that the graduate employee is lacking entry level skills identified by Texas Southmost College as the graduate's program competencies and must specify the areas of deficiency within ninety (90) days of the graduate's initial employment.
  - vi. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
  - vii. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
  - viii. All retraining must be completed within twelve (12) months from the time the educational plan is agreed upon.
  - ix. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
  - x. Students sole remedy against Texas Southmost College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
  - xi. The program can be initiated through a written agreement with the office of the UTB/TSC President.

Authority: SUJCD Board of Trustees  
Originally approved: September 15, 1994  
Amended: October 23, 1997  
Amended: November 1, 2001

## **H. POLICY STATEMENT OF EQUAL OPPORTUNITY EXTENDED TO STUDENTS**

The Board of Trustees of the Southmost Union Junior College District assures equal educational opportunity to all present and potential students of Texas Southmost College with respect to admission to the College and its programs of instruction; to treatment in curricular and extra curricular activities and programs, and to College policies and regulations.

Authority: SUJCD Board of Trustees  
Originally approved: April 17, 1978  
Amended: August 7, 1997  
Amended: November 1, 2001