

Associate of Applied Science - Emergency Medical Services*This AAS degree will be phased out by August 2015. Certificates will remain in place.***First Semester**

Course	Title	Credit Hours
*EMSP 1501	Emergency Medical Technician – Basic	5
*EMSP 1160	Clinical	1
BIOL 2401	Anatomy and Physiology I	4
English Elective	Approved by advisor	3
TOTAL		13

Second Semester

Course	Title	Credit Hours
*EMSP 1438	Introduction to Advanced Practice	4
*EMSP 1356	Patient Assessment and Airway Management	3
*EMSP 1355	Trauma Management	3
*EMSP 1161	Clinical	1
*EMSP 1162	Clinical	1
Speech Elective	Approved by advisor	3
TOTAL		15

Summer Sessions

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Math/Natural Science Elective	Choose from core curriculum	3-4
PSYC 2314	Lifespan Growth and Development	3
TOTAL		12-13

Third Semester

Course	Title	Credit Hours
EMSP 2248	Emergency Pharmacology	2
*EMSP 2444	Cardiology	4
EMSP 2338	EMS Operations	3
*EMSP 2260	Clinical	2
Elective ²	Approved by advisor	3-4
TOTAL		14-15

Fourth Semester

Course	Title	Credit Hours
*EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Population	3
*EMSP 2243 ¹	Assessment Based Management	2
*EMSP 2261	Clinical	2
TOTAL		11
TOTAL HOURS IN AAS DEGREE		65-67

Associate of Applied Science - Emergency Medical Services – Fast Track*This AAS degree will be phased out by August 2015. Certificates will remain in place.***First Semester**

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Math/Natural Science Elective	Choose from core curriculum	3-4
PSYC 2314	Lifespan Growth and Development	3
Speech Elective	Approved by advisor	3
	TOTAL	15-16

Second Semester

Course	Title	Credit Hours
*EMSP 1501	Emergency Medical Technician – Basic	5
*EMSP 1160	Clinical	1
BIOL 2401	Anatomy and Physiology I	4
English Elective	Approved by advisor	3
Elective ²	Approved by advisor	3-4
	TOTAL	16-17

Third Semester - Summer Session

Course	Title	Credit Hours
*EMSP 1438	Introduction to Advanced Practice	4
*EMSP 1356	Patient Assessment and Airway Management	3
*EMSP 1355	Trauma Management	3
*EMSP 1161	Clinical	1
*EMSP 1162	Clinical	1
EMSP 2248	Emergency Pharmacology	2
	TOTAL	14

Fourth Semester

Course	Title	Credit Hours
*EMSP 2444	Cardiology	4
EMSP 2338	EMS Operations	3
*EMSP 2260	Clinical	2
*EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Population	3
*EMSP 2243 ¹	Assessment Based Management	2
*EMSP 2261	Clinical	2
	TOTAL	20
	TOTAL HOURS IN AAS DEGREE	65-67

*Co-requisite courses

¹Capstone course.²Recommended elective: BIOL 2402-Anatomy and Physiology II, POFM 1313-Medical Terminology, PSYC 2301 -General Psychology, or SOCI 1301-Introduction to Sociology.**NOTE: For those students interested in bringing their TDH Paramedic Certificate up to an AAS degree, please contact the EMT/Paramedic Course Coordinator at 325-481-8300 ext. 3439.**

Automotive Maintenance Technician

The Automotive Maintenance Technician Program provides students with entry-level job skills for the automotive industry. Tool safety and job-site safety training in compliance with OSHA standards are stressed. Classes meet at the Automotive Shop located in the new SWCID Technical Training Center. Students who successfully complete the AUMT training will receive certificates from SWCID and will be ready to enter the work force.

Possible Employment Responsibilities: After completion of this program, students will know how to repair and adjust: automotive brake systems, automotive heating and air conditioning, service of automobiles, drive train and axles, automotive electrical lighting and accessories, engine repair basics and battery and starter functions.

Possible Employment Positions: Automotive Maintenance Technician

Possible Employment Locations: Private business, commercial business, municipal or other government agencies.

Co-requisites: MATH 0321, ENGL 0311, ENGL 0320, EDUC 0300, and PSYC 1100/EDUC 1100. Students must complete math, English, and AUMT courses with a grade of "C" or better to receive the AUMT Certificate.

Program Duration: Two years. This program could last longer depending on the student's high school background and basic skills.

Tool Kits: Students are required to purchase automotive tool kits at a cost of \$800 at the time of registration.

Marketable Skills Achievement Award-Under Car Maintenance

Course	Title	Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Steering and Suspension	3
AUMT 2313	Drive Train and Axles	3
	TOTAL	9

Certificate Level I Automotive Maintenance Technology

First Semester

Course	Title	Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1316	Automotive Steering and Suspension	3
AUMT 2313	Drive Train and Axles	3
AUMT 1309	Engine Repair	3
AUMT 2321	Electrical Lighting & Accessories	3
AUMT 2317	Engine Performance Analysis I	3
	TOTAL	15

Second Semester

Course	Title	Credit Hours
AUMT 1307	Electrical Systems	3
AUMT 1345	Heating & Air Conditioning	3
AUMT 1310	Brake Systems	3
WLDG 1421	Introduction to Welding	4
AUMT 2388 ¹	Internship	3
	TOTAL	16
	TOTAL HOURS IN CERTIFICATE	31

**Associate of Applied Science in Criminal Justice Technology
Specialization in Correctional Science**

First Semester

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
English Elective	Approved by advisor	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
CRIJ 1313 OR SOCJ 2336 OR SOCJ 2339	Juvenile Justice System OR Criminology OR Juvenile Delinquency	3
CJSA 1351 OR SOCJ 2339 OR PSYC 2319	Use of Force OR Juvenile Delinquency OR Social Psychology	3
CRIJ 2323 OR CJCR 1400	Legal Aspects of Law Enforcement OR Basic Jail Course	3-4
CRIJ 2314	Criminal Investigation	3
CRIJ 1307	Crime in America	3
TOTAL		15-16

Third Semester

Course	Title	Credit Hours
CRIJ 2313	Correctional Systems and Practices	3
Natural Sciences/ Math Elective	Choose from core curriculum	3-4
CRIJ 2301	Community Resources in Corrections	3
CJCR 2325	Legal Aspects of Corrections	3
Speech Elective	Approved by advisor	3
TOTAL		15-16

Fourth Semester

Course	Title	Credit Hours
CJCR 1304	Probation and Parole	3
Criminal Justice OR Spanish Elective	Approved by advisor	3-4
Humanities/Fine Arts	Choose from core curriculum	3
Social/Behavioral Science	Approved by advisor	3
CJSA 2388 ^{1,2}	Internship	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		60-63

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

Additional Emergency Medical Technology Fees

Emergency Medical Technology Clinical Fee (per semester)	15.00
Emergency Medical Technology Liability Insurance (per semester)	32.50
Emergency Medical Technology Ride Out Fee (EMSP 1160) San Angelo students	10.00
Emergency Medical Technology Ride Out Fee (EMSP 1161) San Angelo students	15.00
Emergency Medical Technology Testing fee (EMSP 1501)	20.00
Emergency Medical Technology Planner Tracking Fee (EMSP 1501)	25.00
Emergency Medical Technology Testing Fee (EMSP 1438)	40.00
Emergency Medical Technology Planner Tracking Fee (EMSP 1438)	60.00

~~Effective Fall 2012~~

NOTE: An error was found in the March submission to the Board of Trustees. These fees should have taken effect beginning with the May 2012 Mini Term.

General Financial Aid Information

Howard College/SWCID provides financial assistance to help make the benefits of higher education available to qualified students. Federal and state grants, scholarships, federal student loans, and federal and state work-study programs are administered through the Financial Aid Office. Applications should be made well in advance of the date a student intends to register. Priority deadlines are April 1 for the fall semester and October 1 for the spring semester.

NOTE TO STUDENTS ATTENDING HOWARD COLLEGE EXTENDED CAMPUSES:

Please contact the campus representative to assist you in completing your financial aid application information. Documents may be forwarded directly to your campus representative. Priority deadline is April 1 and fall registration deadline is July 1. Information received after the deadlines may not be processed in time for registration.

Basic qualifications for a student to be considered for all types of financial aid

1. Must have a High School Diploma or GED or passing test scores approved by the Department of Education (see "Ability to Benefit" information below) before eligibility can be determined.
2. Be in financial need (financial need is the difference between what college costs and what your family can pay according to federal guidelines).
3. Make satisfactory academic progress.
4. Be a national or permanent resident of the U.S.
5. Be pursuing a degree or certificate in an eligible program from Howard College/SWCID. Only course work REQUIRED by your chosen degree plan can be used to determine financial aid eligibility.
NOTE: Transfer students will be required to submit a degree audit (plan) with ALL transfer hours completed to the financial aid office before eligibility can be determined.

To apply for all types of need based-financial assistance, a student must:

1. File the Free Application for Federal Student Aid (FAFSA). This application is available from high school counselors and principals, from the Financial Aid Office, or through FAFSA on the Internet (www.fafsa.ed.gov). Title IV Code Number for Howard College/SWCID is 003574.
2. Contact the Financial Aid Office to insure that all copies of the Student Aid Report/I.S.I.R. for the Pell Grant are on file in the Financial Aid Office regardless of grant eligibility.
3. Complete separate scholarship application. An application is available in the Financial Aid Office. Deadline for scholarship consideration is April 1.
4. Forward a copy of high school transcript including date of graduation, and GED passing scores, or take a test approved by the Department of Education (see "Ability to Benefit" information below). A copy of the transcript or GED must be provided to the Financial Aid Office in addition to any other Howard College/SWCID office that may have received a copy.

NOTE: Students selected for verification by the Department of Education will also be required to submit: 1) a signed copy of the family's (student and spouse for independent students; student, spouse and parents if dependent) most recent federal income tax return transcript (1040, 1040A, or 1040EZ) to the Financial Aid Office, and 2) an Institutional Verification Form (IVF), and 3) a signature page, to the Financial Aid Office. These documents which may be obtained from the Howard College website or the Financial Aid Office.

Satisfactory Academic Progress Standards

Students who receive federal, state, and institutional financial assistance must meet certain requirements to maintain eligibility for aid. There are three standard elements in complying with satisfactory academic progress (SAP) set by federal regulations. If any or all are not met, the student will be on financial aid warning. These requirements are described below.

1. **Successful Completion Requirements:** Students must receive credit for a minimum total number of credits enrolled based on student's course load as follows: full-time students enrolled in 12 credit hours or more must earn a minimum of 10 credit hours; three quarter time students enrolled in 9-11 credit

hours must earn a minimum of 9 credit hours; half-time students enrolled in 6-8 credit hours must earn a minimum of 6 credit hours; and less than half time students enrolled in 5 credit hours or less will be required to earn all hours attempted. Grades of "I", "W", and "F" will not satisfy the course completion requirements.

2. **Grade Point Average Requirement:** All students will be expected to acquire a 2.0 grade point average on all work completed each semester to remain in good academic standing.
3. **Time Frame Requirement:** All students attending Howard College/SWCID and receiving federal or state financial aid funds will have a time frame in which to complete their degree requirements. This time frame is the equivalent of **150 percent of the published length of the individual program**

Please see chart below for limitations on each degree:

Degree/Certificate	Hours to complete requirements	Maximum covered by financial aid
Associate of Arts	60	90
Associate of Science	60	90
Associate of Applied Science	60-72	90-108
Certificate Level I	15-42	29-80
Certificate Level II	42-59	80-112

Clock Hour Programs: Students will be expected to complete a minimum of 50% of the clock hours required to complete the program by the end of the mid-point of the 150% time frame.

Students reaching the maximum number of hours attempted for their degree will not be eligible for federal or state financial aid. These students will be placed on immediate suspension for the time frame limitation. This time frame will include any semester that the student was enrolled **even if the student did not receive financial aid** and/or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment.

NOTE: Students that have earned 30 credits or more will be REQUIRED to submit an updated degree audit (plan) to the Financial Aid Office. Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure that the student is remaining on track to completing the approved degree plan. Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.

A course previously completed with a grade of "D" or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. **EXCEPTION:** An exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.

Students enrolled in the same course three or more times will not receive financial aid funding for that specific course.

~~**Students who have earned 30 credits or more** may be asked to submit an updated degree plan to the financial aid office. (This information is already stated above)~~

NOTE: Students who are required to take developmental/preparatory course work will be limited to 30 semester hours of financial aid eligibility for these classes.

4. CHANGING MAJORS

Students receiving financial aid will be limited to only one major change per academic year. A maximum of 3 changes will be accepted for the duration of your degree/certificate seeking at Howard College. Request for a major change will need to be submitted with all required signatures before the first class day of the semester. Progression of program will not be considered as a major change and therefore will not count against the student's limitation of degree changes. For example, LVN to RN degree or certificate program to degree program in the same major area. Students with multiple major changes prior to implementation of policy will be reviewed on an individual basis. Exceptions to this policy may be made by an appeals process at the

discretion of Director of Financial Aid, Executive Vice President, Vice President of Academic and Student Affairs, and your assigned Academic Advisor.

STUDENTS NOT MEETING CONDITIONS LISTED ABOVE MAY BE PLACED ON FINANCIAL AID WARNING.

1. Students who do not meet the above requirements during the next semester of attendance following their financial aid warning will be placed on financial aid **suspension**. This suspension will last during the next semester of enrollment and no federal or state awards will be made. After the student has achieved satisfactory academic progress, the student will be placed on financial aid warning for the semester immediately following suspension.
2. There may be occasions in which an exception to the definition of Satisfactory Academic Progress should be made. The Director of Financial Aid will review all pertinent information regarding the situation and may grant an exception to the standards. If a student feels that an exception should be made, he/she should submit a written explanation of the circumstances surrounding the semester in question to the Director of Financial Aid for consideration. If the student is dissatisfied with the decision of the Director of Financial Aid, the case may be referred to the Financial Aid Committee for a decision. Final decision will then be left to the Financial Aid Committee.

Return of Title IV Funds

Under federal law students attending Howard College/SWCID who receive Title IV aid (Pell, SEOG, Federal Student Loans) and completely withdraw before the sixty percent (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds are the percentage of term not attended times the Title IV aid.

Students who cease attendance, do not withdraw, and receive all falling grades (F's) for a semester will be considered "unofficially withdrawn"; these students will be subject to a review of their attendance records. If it is determined that a student ceased attendance before the 60% point in the semester, the student will be required to return those unearned funds. In some instances, the student may owe both the federal government and the college. Students owing either the government or the college will be ineligible for any further aid until funds are repaid.

Ability to Benefit

— Students who do not have a high school diploma or its recognized equivalent have the following options to become eligible for federal and state aid:

1. — Student must pass a Department of Education approved exam administered by the college.
2. — Student must complete 6 hours applicable to an eligible degree or certificate offered by Howard College.
 - — Testing out does not satisfy completion of hours.
 - — No Title IV payment for the 6 hours will be paid retroactively.

Grants

Federal Pell Grant

The purpose of the Federal Pell Grant Program is to provide eligible students with a "floor" of financial aid to help defray some of the costs of post-secondary education. Student eligibility is based on financial need determined on the basis of a formula, developed by the Department of Education and reviewed by Congress annually, which is applied uniformly to all applicants. Howard College/SWCID participates in the Federal Pell Electronic Data Exchange (EDE) system. This allows the college to correct information on the Pell Grant Student Aid Report electronically for those students who list Howard College/SWCID as their college choice. Duration of pell grant eligibility is 12 semesters or its equivalent. The calculation of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding.

Deletion of the Graphic Arts Technology Kit fee:

Graphic Arts Technology Kit (one-time cost) SWCID students	130.00
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Pending Approval from Texas Higher Education Coordinating Board
GREEN CONSTRUCTION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

First Semester

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
WLDG 1421	Welding Fundamentals	4
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
CETT 1402	Electricity Principles	4
TOTAL		14

Second Semester

Course	Title	Credit Hours
Speech Elective	Approved by advisor	3
DFTG 2340*	Solid Works 3D	3
GCT or IPT Elective ^{2,3}	Elective (Must be 4 credit hour)	4
GCT or IPT Elective ^{2,3}	Elective	3 or 4
GCT or IPT Elective ^{2,3}	Elective	3 or 4
TOTAL		16-17

Third Semester

Course	Title	Credit Hours
INMT 1345	Fundamentals of CNC Machines	3
HYDR 1305	Basic Hydraulics	3
GCT or IPT Elective ^{2,3}	Approved by advisor	3-4
BCIS 1305 OR ITSC 1309	Business Computer Applications OR Integrated Software Applications I	3
Social/Behavioral Science Elective	Choose from core curriculum	3
TOTAL		15-16

Fourth Semester

Course	Title	Credit Hours
Humanities/Fine Arts Elective	Choose from core curriculum	3
Natural Science/ Math Elective	Choose from core curriculum	3-4
INMT 2388 ¹	Internship	3
English Elective	Approved by advisor	3
GCT or IPT Elective ^{2,3}	Approved by advisor	3-4
TOTAL		15-17
TOTAL HOURS IN AAS		60-65

¹Capstone Course

²Choose from courses with the following prefixes for the IPT elective: CETT, ELMT, ELPT, HART, HEMR, OSHT, WIND, or WLDG

³Choose from courses with the following prefixes for the GCT elective: CRPT, HART, or WDWK

Maximum of 15 hours total of WLDG and/or HEMR courses allowed as electives

* DFTG 2340 is a pre-requisite for INMT 1345

Green Construction-Certificate Level I

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CNBT 1316*	Construction Technology I	3
CNBT 1350	Construction Technology II	3
CNBT 2317	Green Building	3
CETT 1402	Electricity Principles	4
TOTAL		16

*CNBT 1316 is a pre-requisite for CNBT 1350.

Finish Carpentry- Certificate Level I

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CRPT 1329	Introduction to Carpentry	3
WDWK 1313	Cabinet Making I	3
CRPT 1345	Conventional Interior Finish Systems	3
CNBT 2317	Green Building	3
TOTAL		15

Green Construction Management- Certificate Level I

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CNBT 1302*	Mechanical, Plumbing & Electrical Systems in Construction I	3
CNBT 2342	Construction Management I	3
CNBT 1346	Construction Estimating I	3
HART 1351	Energy Management	3
TOTAL		15

*CNBT 1302 is a pre-requisite for CNBT 1346.

General Construction Management- Certificate Level I

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
GCT Elective	Approved by advisor	3 or 4
GCT Elective	Approved by advisor	3 or 4
GCT Elective	Approved by advisor	3 or 4
GCT Elective	Approved by advisor	3 or 4
TOTAL		15-19

Green Construction Technology Foundation Core- Certificate Level I

CNBT 1301	Introduction to Construction Industry	3
CETT 1402	Electricity Principles	4
WLDG 1421	Welding Fundamentals	4
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
HYDR 1305	Basic Hydraulics	3
GCT Elective	Approved by advisor	3 or 4
GCT Elective	Approved by advisor	3 or 4
GCT Elective	Approved by advisor	3 or 4
TOTAL		26-29

Green Construction-Marketable Skills Achievement Award

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CNBT 1316*	Construction Technology I	3
CNBT 2317	Green Building	3
TOTAL		9

*CNBT 1316 is a pre-requisite for CNBT 1350.

Finish Carpentry-Marketable Skills Achievement Award

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CRPT 1329	Introduction to Carpentry	3
CRPT 1345	Conventional Interior Finish Systems	3
TOTAL		9

Green Construction Management- Marketable Skills Achievement Award

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CNBT 1302*	Mechanical, Plumbing & Electrical Systems in Construction I	3
HART 1351	Energy Management	3
TOTAL		9

General Construction Technology- Marketable Skills Achievement Award

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
GCT Elective	Approved by advisor	3 or 4
GCT Elective	Approved by advisor	3 or 4
TOTAL		9-11

Computer Controlled Technology- Marketable Skills Achievement Award

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
DFTG 2340*	Solid Works 3D	3
INMT 1345	Fundamentals of CNC Machines	3
RBTC 1301	Programmable Logic Controllers	3
TOTAL		12

*DFTG 2340 is a pre-requisite for INMT 1345

Heating Ventilation Air Conditioning (HVAC) Specialization**Certificate Level I Industrial Production Technology – Introduction to Heating Ventilation Air Conditioning (HVAC)**

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
HART 1401	Basic Electricity for HVAC	4
HART 1403	Air Conditioning Control Principles	4
HART 1407	Refrigerator Principles	4
HART 1441	Residential Air Conditioning	4
	TOTAL	19

Certificate Level I Industrial Production Technology – Residential HVAC

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
HART 1445	Gas and Electric Heating	4
HART 2449	Heat Pumps	4
HART 2445	Residential Air Conditioning Systems Design	4
HART 2401	Air Conditioning and Refrigeration Codes	4
	TOTAL	19

Certificate Level II Industrial Production Technology – Advanced Heating Ventilation Air Conditioning/Refrigeration (HVAC/R)

Note: Includes both Level 1 Certificate courses with the addition of the following:

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
HART 2431	Advanced Electricity for HVAC	4
HART 2434	Advanced Air Conditioning Controls	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
HART 2288	Internship (160 hrs)	2
	TOTAL	21

Continuing Education HVAC/R Technician

Industrial Production Technology - HVAC Specialization Marketable Skill Award

Course	Title	Contact Hours
CNBT 1001	Introduction to Construction Industry	48
HART 1001	Basic Electricity for HVAC	64
HART 1003	Air Conditioning Control Principles	64
HART 1007	Refrigerator Principles	64
HART 1041	Residential Air Conditioning	64
	TOTAL	304

Industrial Production Technology – Residential HVAC Marketable Skill Award

Course	Title	Credit Hours
CNBT 1001	Introduction to Construction Industry	48
HART 1045	Gas and Electric Heating	64
HART 2049	Heat Pumps	64
HART 2045	Residential Air Conditioning Systems Design	64
HART 2001	Air Conditioning and Refrigeration Codes	64
OSHT 2011	Occupational Safety and Health Management	10
	TOTAL	314

Industrial Production Technology – Advanced Heating Ventilation Air Conditioning/Refrigeration (HVAC/R) Marketable Skill Award

Course	Title	Credit Hours
CNBT 1001	Introduction to Construction Industry	48
HART 2031	Advanced Electricity for HVAC	64
HART 2034	Advanced Air Conditioning Controls	64
HART 2041	Commercial Air Conditioning	64
HART 2042	Commercial Refrigeration	64
	TOTAL	304

Who is Eligible for Admission?

At Howard College/SWCID, admission is open to anyone who meets the following requirements:

- Based on state law, unimpaired hearing students cannot enroll in SWCID unless it is educationally appropriate or in such special programs needed to train hearing and hearing-impaired persons to become professional service providers for the deaf.
- Has earned a high school diploma or GED.
- ~~Ability to benefit: Students who are beyond the traditional age of high school enrollment (over 18) and can demonstrate skill proficiencies that support an ability to benefit from college-level instruction. Note: "Ability to benefit" applicants must submit a waiver obtained from the Admissions Office on any Howard College/SWCID campus. Designated campus officials will review requests and make recommendations to the Campus Provost for final approval. (Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam to be eligible to receive financial aid.)~~
- Individual approval: Students who are 18 years of age or older and do not qualify for admission under one of the categories listed above may submit an individual approval request obtained from the admissions office on any HC/SWCID campus. Transcripts from high schools attended, test scores, and other academic information may be used to evaluate college readiness in lieu of graduation from high school. Designated campus officials will review requests and make recommendation to the Provost (or lead official) on each campus for final approval. Students admitted on individual approval without a GED or high school diploma are not eligible to receive Title IV federal financial assistance.
- Early College Start: Students who attend a public, private, charter, or home school within the Howard College/SWCID service area, have successfully completed their sophomore year, and can demonstrate they are academically prepared for college-level instruction.

Prospective students who do not meet any of the categories above should contact the Admissions Office to discuss criteria for exceptional admissions standards that may be applicable.

The following AAS degree is being phased out due to low enrollment (effective immediately).
Certificates and Marketable Skills Achievement Awards in this program will remain.

Associate of Applied Science Industrial Production Technology

First Semester

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
WLDG 1421	Welding Fundamentals	4
HYDR 1305	Basic Fluid Power	3
CETT 1402	Electricity Principles	4
WIND 1300 OR IPT Elective ²	Introduction to Wind Energy OR Approved by advisor.	3
TOTAL		17

Second Semester

Course	Title	Credit Hours
Speech Elective	Approved by advisor	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
CETT 1409	DC-AC Circuits	4
WIND 1302 OR OSHT 1305	Wind Safety OR OSHA Regulations-Construction Industry	3
TOTAL		14

Third Semester

Course	Title	Credit Hours
IPT Elective ²	Approved by advisor	3-4
IPT Elective ²	Approved by advisor	3-4
IPT Elective ²	Approved by advisor	3-4
BCIS 1305 OR ITSC 1309	Business Computer Applications OR Integrated Software Applications I	3
Social/Behavioral Science Elective	Choose from core curriculum	3
TOTAL		15-18

Fourth Semester

Course	Title	Credit Hours
Humanities/Fine Arts Elective	Choose from core curriculum	3
Natural Science/ Math Elective	Choose from core curriculum	3-4
INMT 2388 ¹	Internship	3
English Elective	Approved by advisor	3
IPT Elective ²	Approved by advisor	3-4
TOTAL		15-17
TOTAL HOURS IN AAS		61-66

¹Capstone Course

²Choose from courses with the following prefixes for the IPT electives: CETT, ELMT, ELPT, HEMR, WIND, or WLDG (IPT Elective

Deletion of Certificate Level I Medical Transcriptions (AAS in Health Information Technology remains):

Health Information Technology

This program is based at the San Angelo Campus. Note: A criminal background clearance may be required before acceptance into this program and a drug screening may be required.

Howard College offers these competency-based programs in Medical Transcription and Health Information Technology. Completion of the Medical Transcription Certificate Level I qualifies the student to take the written element of the two-part Certified Medical Transcriptionist (CMT) examination while

Completion of the AAS in Health Information Technology (HIT) entitles the graduate to be eligible to write the national examination for a Registered Health Information Technician (RHIT). The AAS program in HIT is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Clinical

Clinical experiences provide detailed education, training, and work-based experience at a clinical site. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotations.

Admission Requirements

Applicants for the program must complete or provide the following:

1. Howard College application for admission.
NOTE: Admission to the college does not guarantee admission to the HIT programs.
2. Official high school or GED transcripts.
3. Official college transcripts of any other institutions attended.
4. Health Professions program application.
5. Meet with the program director or his/her designee.
6. Successfully complete a criminal background clearance before the end of the first semester in the program.

To maintain acceptance in the program students must:

1. Attain a minimum of a "C" in all courses required for the HIT and Medical Transcription (MT) programs.
2. Complete the technical* courses of the program within the three (3) year window prior to graduation.
3. Secure a complete physical examination, using the appropriate form, before entering the initial clinical course. The Program Director will provide the appropriate form.
4. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.64. Additional immunizations may be required by some Clinical facilities.
5. Secure liability insurance (automatically charged at the time of registration for clinical courses).
6. Secure proof of health insurance prior to registration for initial clinical course.

*Technical courses for these programs includes any course beginning with HITT, HPRS, MRMT, and/or BCIS.

Pre-Requisite Courses for Certificate Level I

Course	Title	Credit Hours
BIOL 2401 OR 2301 & 2101	Anatomy and Physiology I & Lab	4
BIOL 2402 OR 2302 & 2102	Anatomy and Physiology II & Lab	4
BCIS 1305	Computer Applications	3
ENGL 1301	Composition I	3
HPRS 1206	Essentials of Medical Terminology	2
	TOTAL	16

Certificate Level I Medical Transcriptions**First Semester**

Course	Title	Credit Hours
HITT 1253	Legal & Ethical Aspects of Health Information	2
HITT 1301	Health Data Content and Structure	3
MRMT 1307	Medical Transcription I	3
POFM 1309	Medical Office Procedures	3
HPRS 2301	Pathophysiology	3
	TOTAL	14

Second Semester

Course	Title	Credit Hours
HITT 1249	Pharmacology	2
HITT 2231	Medical Terminology Advanced	2
MRMT 2333 ⁺	Medical Transcription II	3
MRMT 2162	Clinical	1
HITT 1311	Computers in Health Care	3
	TOTAL	11
	TOTAL HOURS IN CERTIFICATE LEVEL I (INCLUDING PRE-REQUISITE COURSES)	41

Radiologic Technology

(Note: A criminal background clearance is required before acceptance into this program and a drug screening may be required.)

This program is based at the San Angelo campus.

Howard College offers an Associate of Applied Science program in Radiologic Technology. Graduates of this program are eligible to take the American Registry of Radiologic Technologists Examination. Individuals who pass this examination are awarded the certification credential. This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Application Process

Interested individuals **should must** attend a Health Professions Orientation as the first step in the application process. The initial meeting will determine applicant options and set a time line for completing acceptance requirements. The program begins each fall with class selection made **by July 15 in July**. All applicants must have fulfilled admissions criteria by the **class selection date. June 1st application deadline.**

Admission Criteria

1. College entrance exam passing test scores are required in order to gain entrance into academic courses.
2. Successfully completed the required support courses (Anatomy and Physiology I and II and Math 1314 or Math 1332).
3. Applicant must attend a Howard College Health Professions Orientation.
4. A physical examination (completed after January 1 of the year of admission).
5. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.64. Additional immunizations may be required by some clinical facilities.
6. Successful clearance of criminal background investigation.
7. An application to the Radiologic Technology Program must be submitted to the Howard College Health Professions Division by June 1 along with an official transcript indicating high school graduation or proof of GED and an official transcript from each college/university attended **(including Howard College, if attending, by the end of the first summer session).**
8. Results of PSB test submitted.
9. Completion of personal interview and observation are part of the selection process.

Preparation for Admission

BIOL 2401 or 2301 and 2101, BIOL 2402 or 2302 and 2102, and MATH 1314 or 1332 are pre-requisites to this program. See the catalog for guidelines regarding these courses. Students may also take any non-RADR course prior to acceptance to the program.

Progress Standards

Once accepted into the program, students must complete all required courses within three years. In order to progress from one term to another, students must earn a letter grade of "C" or better in all required courses. Students who do not make this progress may reapply for the next cycle of the program but will be considered as new applicants and will be subject to the current curriculum and application process. Students who do not successfully complete a course must repeat that course.

In addition, for any co-requisite classes associated with that class, the student must take the final examination and pass with a 75 or higher and successfully demonstrate all competencies

associated with the classes in order to not have to repeat the co-requisite. If a 75 is not obtained, the student will be required to audit the co-requisite class to ensure he/she maintains knowledge and skills necessary for future success. Students may not attempt the program more than twice.

THE PRECEDING CRITERIA DO NOT ACT AS SUBSTITUTE TO ANY HOWARD COLLEGE ADMISSION POLICY-PROGRESS STANDARDS

Expense in Addition to Tuition, Test, and Fees/Uniforms and Supplies

Students must purchase appropriate uniforms necessary for participation in clinical activities. Uniform consists of appropriate scrubs, lab coat, shoes and a watch with a second hand. Cost of uniform varies dependent upon style, size and quality of the items.

There will be Out of Town Travel for Clinical Activities.

Clinical

Clinical experiences provide detailed education, training, and work-based experience in direct patient/client care at a clinical site. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotation.

Health Insurance

Students enrolled in the Radiologic Technology Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.

RNSG 1343 ~~Complex~~ Concepts of Adult Health

Three semester hours(3-0)

Integration of previous knowledge and skills related to common adult health needs into the continued development of the associate degree professional nurse as a provider of patient-centered care, coordinator of care, patient safety advocate, member of health care team, and member of a the profession in the care of adult clients/ patients and families in structured health care settings with complex medical-surgical health care needs associated with body systems. Incorporates Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. Pre-requisite: RNSG 1309, RNSG 1261, and a minimum of 26 hours of required support courses including all science courses. Co-requisite RNSG 1362. (5116016414)

RNSG 2160 Clinical - Nursing (RN Training)

~~Transition to Nursing Practice~~ Adaptation to Role of Professional Nurse

One semester hours(0-3)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Co-requisite RNSG 2307. (5116016914)

RNSG 2307 ~~Transition to Nursing Practice~~ Adaptation to Role of Professional Nurse

Three semester hours(3-0)

Introduction to Selected concepts related to the role of the associate degree professional nurse as a provider of patient-centered care, coordinator of care, patient safety advocate, member of health care team, and member of a the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics Content includes knowledge, judgment, skill, and professional values within a legal/ethical framework. Co-requisite RNSG 2160.

RNSG ~~2404 2432~~ Care of the Client with Common Health Care Needs Enhanced Concepts of Adult Health

Four semester hours(4-0)

Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients and families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. Pre-requisites: RNSG 1309, RNSG 1261, RNSG 1343, RNSG 1362, COSC 1401, Computer Science elective. Co-requisite RNSG 2460. (5116016814)

RNSG 2460 - Clinical - Nursing (RN Training)

~~Care of the Client with Common Health Care Needs~~ Enhanced Concepts of Adult Health

Four semester hours(0-12)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Focus is on the ill adult population. Co-requisite RNSG 2404. (5116016914)

Change to Fee Section

Nursing (ADN) RNSG 2201, 2308, 2213, 2404-2432	70.00
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Scholastic Progress Standards

1. Only semester credit hours and grade points, including developmental courses, earned at Howard College/SWCID are used for calculations of scholastic standing.
2. All academic student records will be evaluated at the end of each semester/term and action will be taken accordingly.
3. Hours taken in a mini term will be calculated with the immediate preceding semester to determine GPA and cumulative GPA.
4. Scholastic Probation will result if a student earns below a 2.0 GPA for the semester and the cumulative GPA is below a 2.0.

Interventions:

- ~~Students who earn a 2.0 GPA for the semester receive a congratulatory letter.~~
 - Students placed on Scholastic Probation are notified of their academic standing and that a registration "hold" is placed on their records.
 - Students placed on Scholastic Probation must meet with a counselor and develop a plan for improvement in order to register for classes again.
 - Students placed on Scholastic Probation may be limited to a maximum of 12 semester credit hours in the next regular semester or for the summer.
 - Students placed on Scholastic Probation will be required to enroll in Learning Framework the next semester of enrollment (if they have not already successfully completed the course).
5. Probation status will remain until the student earns above a 2.0 cumulative GPA.

Interventions:

- Required Academic Advising
 - Tutoring and other support services assigned by either the Academic Advisor and/or by the Campus Dean for Student Affairs/Support Services
 - The student's semester load may be restricted.
6. Scholastic Suspension will result when a student on Scholastic Probation earns below a 2.0 for the semester and his/her cumulative GPA is below a 2.0.
- Interventions:**
- Registration hold applied. Students are notified that they are suspended and may not enroll in any Howard College/SWCID credit courses for the indicated period.
 - A student placed on Scholastic Suspension may appeal the suspension status for immediate enrollment for the next long semester or sit out for a long semester.
 - If the appeal is granted, enrollment may be restricted. Specifically, suspension moves to Conditional Enrollment and the student will remain on Conditional Enrollment as long as the semester GPA is 2.0 or greater. Enrollment restrictions will be determined by a committee appointed by the Campus Provost. Additionally, the student must meet with a counselor to develop and follow a plan for improvement and to register for courses. Once a student has achieved a cumulative AND semester GPA of 2.0, they will be in good standing.
7. Students placed on Scholastic Suspension for the second time may be barred from enrolling at Howard College/SWCID for the next two long semesters. Students placed on Scholastic Suspension more than once must apply for enrollment permission which will be evaluated by the Admissions and Standards Committee.

Interventions:

- Enrollment for students placed on scholastic suspension for the second time will be restricted. Specifically, Suspension moves to Conditional Enrollment and the student will

remain on Conditional Enrollment as long as the semester GPA is 2.0 or greater. Enrollment restrictions will be determined by the Admissions and Standards Committee.

**Certificate Level I Surgical Technology
Prerequisite Courses (prior to program application)**

Course	Title	Credit Hours
BIOL 2401 OR 2301 & 2101	Anatomy and Physiology I	4
BIOL 2402 OR 2302 & 2102	Anatomy and Physiology II	4
BIOL 2420 OR 2320 & 2120	Microbiology	4
HPRS 1206	Essentials of Medical Terminology	2
HITT 1253 OR HPRS 1205	Legal & Ethical Aspects of Health Information OR Essentials of Medical Law/Ethics for Health Professions	2
	TOTAL	14

First Semester

Course	Title	Credit Hours
SRGT 1405 1505	Introduction to Surgical Technology	4 5
SRGT 1409	Fundamentals of Perioperative Concepts & Techniques	4
SRGT 1441	Surgical Procedures I	4
SRGT 2461	Clinical	4
	TOTAL	17

Second Semester

Course	Title	Credit Hours
SRGT 1442	Surgical Procedures II	4
SRGT 2562	Clinical	5
SRGT 1144	Technological Sciences for the Surgical Technologist	1
HITT 1253 OR HPRS 1205	Legal & Ethical Aspects of Health Information OR Essentials of Medical Law/Ethics for Health Professions	2
	TOTAL	11

The following SWCID program is being phased out due to continuous low enrollment.

Digital Publishing

This program teaches design principles for the creation of advertising and publishing materials such as letterhead, business cards, ads, fliers, brochures, and manuals.

Possible Employment Positions: Graphic Design or Page Editor.

Possible Employment Locations: Government agency, state agency, business or industry.

Pre-requisites: ENGL 0323, ENGL 0313, MATH 0302, and PSYC 1100

Program Duration: Five semesters. An additional semester of basic skills courses may be required depending on student's prior training/education.

Lab Kits: \$130 to be paid at the time of registration.

Students who lack proficiency in sign communication may be required to enroll in SGNL 1301, SGNL 1302 or SGNL 2301 until proficiency is attained. Students who lack a proficiency in keyboarding speed and accuracy may be required to enroll in POFI 1127 until proficiency is attained.

Associate in Applied Science Digital Publishing

First Semester

Course	Title	Credit Hours
PHED 1142	Physical Fitness	1
Elective	Approved by advisor	3
GRPH 1305	Introduction to Graphic Arts and Printing	3
ARTC 1305	Basic Graphic Design	3
ENGL 1301	Composition I	3
ARTC 1302	Digital Imaging I	3
TOTAL		16

Second Semester

Elective	Approved by advisor	3
PHED 2142	Physical Fitness	1
ARTC 1353	Computer Illustration	3
ARTC 1327	Typography	3
ARTC 2305	Digital Imaging II	3
SPCH 1315	Public Speaking	3
TOTAL		16

Third Semester

Elective	Approved by advisor	3
ARTS 1316 ¹	Drawing I	3
MATH 1314	College Algebra	3
INDS 1341	Color Theory and Application	3
ARTC 1313	Digital Publishing I	3
TOTAL		15

Fourth Semester

SOCI 1301 ¹	Introductory Sociology	3
ARTS 1317 ¹	Drawing II	3
ARTC 2335 ²	Portfolio Development for Graphic Design	3
ARTC 2313	Digital Publishing II	3
HUMA 1301 ¹	Introduction to the Humanities I	3
TOTAL		15
TOTAL HOURS IN AAS		62

¹Howard College Courses ²Capstone course-Students must provide their own transportation to and from internship sites.

Grade Requirements In order for a student to advance to the next course within the DP course of study, the student must pass each of the courses with a grade of "C" or better. DP majors making a grade of "D" or below on any of these courses will be required to repeat the course.

Success Initiative

Mission and Goals

The mission of the College Preparatory Program is to assist students in achieving behaviors, skills and academic goals leading to success in college and beyond. The College Preparatory Program goals are as follows:

Students participating in the College Preparatory Program will:

- Develop skills and learn necessary academic information that will transfer to college-level course work
- Develop critical thinking and sound reasoning skills
- Develop a high level of independence in learning and seek assistance and guidance when needed
- Develop abilities to engage in the active process of thinking, learning and participating with course content
- Develop and strengthen abilities to work collaboratively
- Develop skills in technology for use in subsequent courses and careers

Howard College establishes this plan in accordance with the Texas Education Code, Section 51.306 and 51.403, to assess and correctly place undergraduate students entering our institution. Students who do not have college-level skills in reading, writing, or math, as determined by initial testing, will be placed in a ~~college developmental~~ college preparatory program (previously termed developmental education) to improve any skill areas that are found deficient. As allowed by law, Howard College/SWCID may require higher passing standards than established by the State.

Minimum Passing Standards:

THEA (230 Reading, 230 Math, 220 Writing)

ASSET (41 Reading, 38 Math, 40 Writing)

COMPASS (81 Reading, 39 Math, 59 Writing)

ACCUPLACER (78 Reading, 63* Math, 5 on essay AND 80 on grammar or 6 on essay)

*College level math classes, including Math 1314 (College Algebra), may have a pre-requisite score of 80 and may also have a co-requisite requirement of Math 0101 if a student does not score an 80 on ACCUPLACER.

Advising

Howard College/SWCID students are required to see an advisor or counselor prior to registration. At this time students determine their intentions: non-degree seeking, core curriculum completer, field of study completer, marketable skill certificate, Certificate Level I, Certificate Level II, and/or associate degree, and will be advised according to their goals by an advisor specializing in their interest area. Faculty and staff who advise students will be given necessary training to pass along updates or changing information needed to properly advise students.

Eligibility, Exemptions/Exceptions

Each undergraduate student entering Howard College/SWCID, unless exempt or under exceptional circumstances, will be required to test for reading, writing, and math skills before enrolling in college-level courses. The students will take a state approved assessment test that identifies areas of deficiency for this initial test.

Exempted from requirements:

1. A student who meets qualifying standards on the SAT (1070 combined score with a minimum of 500 in math and/or English), ACT (23 composite with a 19 in English and Math), or TAKS (2200 on ELR and Math and a 3 on the essay). SAT and ACT exemptions are valid for a five-year period following initial test date. TAKS scores are valid for a three-year period after initial test date;
2. A student who has graduated with an associate or baccalaureate degree from an institution of higher education;
3. A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework with a C or better as determined by the receiving institution;
4. Level One Certificate Students;
5. A student who is serving on active duty as a member of the United States armed forces or as a member of the Texas National Guard;
6. A student who is currently serving as, and for at least the three-year period preceding enrollment, has served as a member of a reserve component of the armed forces of the United States; or
7. A student who on or after August 1, 1990, was honorably discharged, retired or released from:
 - a. active duty as a member of the armed forces of the United States or the Texas National Guard, or
 - b. service as a member of a reserve component of the armed forces of the United States;
8. A student who has attended any institution of higher education and has been determined to have met college readiness standards by that institution (Howard College/SWCID may recommend additional developmental coursework if a student's additional assessment or performance at Howard College/SWCID reveals a deficiency).
9. Casual student: A student who enrolls in a course for personal enrichment with no plans of completing a level two certificate or degree may take six (6) hours or less of non-restricted classes in a semester. A maximum of 12 hours can be taken under the "Casual Student" status.

Students will be required to follow the Success Initiative policy if they do not meet the above exemptions and exceptions. The following categories require compliance:

1. Associate Degree
2. Level Two Certificate

Students enrolled in programs leading to a level two certificate or associate degree are liable under the Success Initiative and must meet the criteria for their plan. The Dual Credit and Early Admissions program allows high school students to enroll in college courses while still attending high school. Courses are taken in place of or in addition to the normal course load at high school. Students must have permission in writing from their high school principals or counselors and a high school transcript. These students must satisfy all assessment requirements specific to college courses prior to enrolling in college-level course work.

Enrollment and Participation

After initial testing, full-time students attending classes for the first semester must enroll in each area of English reading, writing, and math developmental college preparatory course work in which they are found deficient. Part-time students (students enrolled in less than 12 hours) must enroll in at least one developmental college preparatory course in deficient areas until college readiness has been met. Full-time students attending classes for the first time who have NOT taken an assessment test or the results are not available to the college at the time of enrollment must enroll in developmental college preparatory course work in writing, reading, and mathematics. In subsequent semesters, full-time students must enroll in at least one developmental course college preparatory course in a deficient area

until college readiness has been met. It is recommended that students take their college preparatory courses consecutively. Whenever possible students are advised against delaying a semester of college preparatory courses in the sequence. Course availability, sequencing, and placement may vary at each campus. Students must follow the developmental plan and sequence as advised by developmental faculty at each campus.

Restrictions

Students may be restricted from enrolling in certain courses until college readiness has been determined. Some courses may have pre-requisite and/or co-requisite requirements depending on a student’s level of academic achievement. Science, History, Government, Economics, Psychology, Sociology, and Humanities will be considered reading restricted. English 1301 and English 2311 will be considered a reading and writing restricted course. All college-level mathematics courses will be considered restricted courses. Students should consult the developmental education department and/or the guidance and counseling office for specific campus and course restrictions.

Required Attendance and Participation

Students enrolled in developmental college preparatory course work due to the Success Initiative policy are required to regularly attend and participate in class activities. Students who miss six (6) hours or more of class may be penalized and may fail the class due to lack of attendance. Instructors have the option to drop students for lack of attendance, or the instructor may choose to give the grade they earn. If a student earns a failing grade (“F”) due to lack of attendance (as outlined in the attendance requirements on the course syllabus), the instructor may post the grade to a student’s transcript at the time the student earns the failing grade. If an instructor chooses to post the failing grade prior to the conclusion of the semester, the student will not be allowed to withdraw from the courses. The instructor will state his or her attendance policy in the course syllabus. Students are responsible for keeping track of their attendance and, if needed, checking with their instructors to see if absences threaten the successful completion of a course.

Withdrawal from Developmental College Preparatory Courses

Students who are enrolled in developmental college preparatory coursework during their first semester may not drop any developmental college preparatory course unless they are completely withdrawing from the district. In subsequent semesters, students may drop a developmental college preparatory course only if they have continuous enrollment in at least one other required developmental college preparatory course. If the student drops all required developmental college preparatory courses, thus placing them out of compliance with continuous enrollment in required developmental college preparatory education, they will be dropped from all other courses at Howard College. Students dropping all required developmental college preparatory courses will not be reclassified (within the same semester) as casual students or have their programs changed to level-one certificates to circumvent this policy. Students who withdraw from developmental college preparatory courses due to passing an approved assessment exam will be subject to the published refund schedule as stated in the Catalog.

Developmental College Preparatory Courses

Students in developmental college preparatory reading, writing, and math, regardless of instructor, will be required to take a comprehensive final exam for each course.

***Math Courses**

MATH 0330, Math Essentials Pre-Algebra	MATH 0301, Developmental Math (SWCID)
MATH 0331, Beginning Algebra	MATH 0302, Math Skills (SWCID)
MATH 0332, Intermediate Algebra	MATH 0311, Elementary Algebra (SWCID)
MATH 0333, College Prep Algebra	MATH 0312, Intermediate Algebra (SWCID)
MATH 0101, College Prep Math	

***Reading Courses**

English 0300, College Preparatory Reading ENGL 0301, Success in College Reading I or ENGL 0315, Integrated Reading and Writing ENGL 0302, Success in College Reading II ENGL 0202, Success in College Reading II ENGL 0102, Success in College Reading II ENGL 0101, College Prep Reading	ENGL 0310, Developmental ESOL Reading (SWCID) ENGL 0311, Developmental Reading I (SWCID) ENGL 0312, Developmental Reading II (SWCID) ENGL 0313, Developmental Reading III (SWCID)
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Writing Courses

ENGL 0319, College Preparatory Writing ENGL 0320, Success in College Writing I Grammar/Writing Or ENGL 0315, Integrated Reading and Writing ENGL 0321, College Composition Prep I Success in College Writing II ENGL 0221 Success in College Writing II ENGL 0121 Success in College Writing II ENGL 0323, Developmental Writing II ENGL 0121, College Prep Writing	ENGL 0320, Developmental ESOL, Writing and Grammar (SWCID) ENGL 0321, Developmental Writing I (SWCID) ENGL 0322, Developmental Writing II (SWCID) ENGL 0323, Developmental Writing III (SWCID)
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*Some courses may not be offered at each campus. Students need to check class schedules each semester for course offerings.

Students will be placed in a level according to their initial test score. Students will then progress through the sequence of courses in each subject to complete their developmental education college preparatory education, or the student may retest at any time to place out of the college developmental preparatory program. Instructors may include as part of their course that students re-take the ACCUPLACER at the end of the course. It is suggested recommended that students take the ACCUPLACER prior to registering for subsequent college preparatory courses. Students will be required to complete each course with a grade of C or better in order to progress to the next level or before moving to college level work. Students should consult their campus advisor for proper course placement.

All college preparatory students will take Learning Framework (EDUC 1100 or PSYC 1100) their first long semester.

Evaluation of Program

The purpose of the developmental education college preparatory program at Howard College/SWCID is to prepare students for college-level work who are found deficient via a state approved test. Students may also be measured by the completion of their course sequence. These measures will be taken on a semester basis and the program will be thoroughly evaluated by all college developmental preparatory personnel on a yearly basis. Mid-course changes in developmental preparatory sequencing will be made on an informal basis when needed.

A survey instrument, such as the Best Practices Survey developed by Hunter Boylan, will be used to address the programs overall strengths and weaknesses, and also to address specific campus issues. The

information will be used to address any problem areas within the program and instructors will meet to develop strategies for correction.

Student tracking will be conducted to determine student success in passing the prescribed assessment test and passing each level of college **developmental preparatory** classes. This information will be evaluated and goals will be established based on this information.

ACCUPLACER

Howard College/SWCID administers the ACCUPLACER Assessment, a state-approved alternative exam for meeting the Howard College/SWCID Success Initiative. Accuplacer is computerized and is not recommended for students that do not have adequate computer skills. Students should contact the testing center at each campus for information on the cost of this assessment. Students must wait at least two weeks prior to retesting in each subject area. Contingent on test results, students may retest prior to the two week waiting period at the discretion of the testing coordinator. **Additional diagnostic testing may be required to appropriately place students in the college preparatory course sequence.**

Module Courses

Students may be placed in module courses. Module courses are 1, 2 and 3 credit courses. Students, whose placement and diagnostic test results indicate that they do not need an entire 16 week course, may be placed in module courses.

Adult Basic Education

Students with placement test and TABE (Test of Adult Basic Education) results that indicate they may need specialized support from Adult Basic Education (ABE) may enroll in ABE Mirrored Courses. Students will be advised of the course options as they pertain to ABE or College Preparatory.

Non Course Based Options

Students with placement scores that indicate they are in need of short-term remediation may qualify for non-course based options. Non-course based options are interventions that target students in need of short-term remediation. Students will be advised of non-course based options.

Vocational Nursing (VN)

Note: A criminal background clearance is required before acceptance into this program and a drug screening may be required. Prior to submitting an application, an applicant with a criminal history must have a cleared Declaratory Order letter from the Texas Board of Nursing (BON). Information is available at <http://bon.state.tx.us/olv/pdfs/DOapp.pdf>. Please be aware that this may take a year or longer and Howard College has not control over the process. Plan accordingly in order to meet the application deadline of the program for which you are applying.

The Vocational Nursing Program is a twelve (12) month certificate program that offers college credit. The program is designed to prepare students to perform direct patient care under the supervision of a registered nurse and/or physician. Students are prepared for upward mobility in a nursing career. The program is approved by the Texas Board of Nursing and the Texas Higher Education Coordinating Board. Upon completion, students may make application to take the NCLEX-PN (State Board Examination) to become Licensed Vocational Nurses.

Students may complete the Vocational Nursing Program in one year and continue a second year for completion of the Associate Degree Nursing Program. Application deadline is June 1. Admission and selection criteria can be obtained by requesting an application from the Department of Nursing, Howard College, 1001 Birdwell Lane, Big Spring, TX 79720, or the Department of Nursing, Howard College, 3501 N. Hwy 67, San Angelo, TX 76905.

Admission Criteria Specific to the Vocational Nursing Program

Prior to actual admission in the Vocational Nursing Program, applicant must successfully complete the required support courses with a final grade of "C" or above. If enrolled in these courses in summer, applicant must furnish proof of enrollment. The minimum grade required for a "C" is a 78 in the nursing program.

BIOL 2401 Anatomy & Physiology I
 PSYC 2314 Life Span/Growth and Development
 BIOL 2402 Anatomy & Physiology II
 BIOL 1322 Nutrition—BIOL 2420 Microbiology

Fall Semester

Course	Title	Credit Hours
BIOL 2420	Microbiology	3
BIOL 1322	Nutrition	
*VNSG 1304	Foundations of Nursing	3
*VNSG 1323	Basic Nursing Skills	3
*VNSG 1509	Nursing in Health & Illness II	5
*VNSG 1360	Clinical I	3
TOTAL CREDIT HOURS		17

Spring Semester

Course	Title	Credit Hours
*VNSG 1234	Pediatrics	2
*VNSG 1230	Maternal-Neonate Nursing	2
*VNSG 1261	Clinical II	2
*VNSG 1510	Nursing in Health & Illness III	5
*VNSG 2461	Clinical III	4
VNSG 2161	Clinical IV	1
TOTAL CREDIT HOURS		16
TOTAL HOURS IN CERTIFICATE (including prerequisite courses)		48