

2022-2023 WCJC College Catalog Addendum

This addendum to the 2022-2023 WCJC College Catalog lists modifications to school policy that have occurred during the current academic year. Items listed within this addendum include reference to the current information and page number in the College Catalog that is being replaced or revised, the updated verbiage and college policy, and the effective date of the change. These changes stand as the official policy for the College, superseding the information in any print or electronic copy of the 2022-2023 WCJC College Catalog.

Amended Policies Included in this Addendum

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Policy Revision: Academic Fresh Start

Effective Date: August 29, 2022

The section on “Academic Fresh Start”, beginning on page 16, is amended, as follows:

ACADEMIC FRESH START

In accordance with Texas Education Code §51.931, any Texas resident who applies for admission, or readmission, to WCJC with coursework that was earned ten or more years prior to the requested date of enrollment may elect to have those credits not considered as part of their academic record. Any student who elects to be admitted under “Fresh Start” will not receive credit for any courses taken 10+ years prior to their date of enrollment at WCJC. Excluded courses may not be used to fulfill prerequisite requirements, count toward degree requirements, and/or be included in a student’s GPA. Excluded courses may be used to satisfy TSI requirements, if applicable.

Students who opt in to “Fresh Start” must submit an “Academic Fresh Start Acknowledgement Form” to the Office of Admissions upon application to WCJC.

“Fresh Start” clears only a student’s academic record, and does not impact the number of semesters that a student is considered to have been in higher education for the purpose of calculating a student’s Financial Aid.

Policy Revision: Good Cause Exemptions

Effective Date: April 28, 2022

The section on “Good Cause Exemptions”, beginning on page 17, is amended, as follows:

GOOD CAUSE EXEMPTION

With substantiating documentation, a student may ask for an exception to the six drop limit for any of the following reasons:

- A. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
- B. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
- C. The death of a member of the student’s family as defined by law;
- D. The death of a person who has a sufficiently close relationship to the student as defined by law;
- E. The student’s active military duty service;
- F. The active military service of a member of the student’s family or a person who has a sufficiently close relationship to the student;
- G. A change in the student’s work schedule that is beyond the student’s control and affects the student’s ability to satisfactorily complete the course; or
- H. A disaster declared by the governor that prevents or limits in person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student’s ability to participate in coursework.

Policy Revision: Prior Learning Assessment Criteria and Guidelines

Effective Date: August 29, 2022

The sections on “Credit by Examination”, “College Board’s Advanced Placement”, “College Level Subject Examination”, “Calculus Placement”, “Other Credit by Exam Options”, “Credit for Military Training”, “Credit for Professional Licensure/Certifications”, “High School Articulation”, “Credit for International Coursework”, and “Credit for Mirror Courses”, on pages 31-34; are amended, as follows:

Prior Learning Assessment Credit

WCJC may grant credit for prior learning assessments (PLA) if the assessment is determined to have met the student learning outcomes applicable to a WCJC course(s). WCJC students may earn PLA credit using the following mechanisms:

- Credit by Examination: Includes Advanced Placement, College Level Subject Examination, International Baccalaureate, ACT/SAT, or other applicable examination. Minimum score requirements and credit/placement information provided below.
- Military Training
- Professional Licensure/Certifications: Includes current Texas Licensed Vocational Nurse, National Registry and/or State of Texas-Certified Emergency Medication Technician, and National Registry and/or State of Texas-Certified Advanced Emergency Medication Technician.
- Articulation Agreements
- Mirror Courses: Pre-approved WCJC courses which have been successfully completed by a Continuing Education student.
- Work/Life Experience: Includes students pursuing and AAS in Law Enforcement who have a current Texas peace officer certification, are employed with a criminal justice agency, and have a minimum of 6 months of related work experience.

PLA Award Criteria

PLA credit will be awarded only to those students who have been fully admitted to Wharton County Junior College. A student must submit the correct “Petition for Credit” form and any applicable verification documents in order for PLA credit to be awarded.



Where applicable, PLA credits will be evaluated by the respective Division Chair. The Division Chair will determine whether or not credit may be granted and for which course.

PLA credit will be automatically awarded when it directly applies toward the student's chosen program of study. If a student petitions to be awarded credit which does not apply toward their chosen program of study, the student will be required sign an acknowledgement regarding the potential implications on their financial aid eligibility. Once awarded, PLA credit will not be removed from a student's transcript or academic record upon future request. Any applicable fees must be paid prior to PLA credits being awarded.

All PLA credit will be transcribed with a grade of "P" and will not count toward a student's institutional GPA. PLA credit will be included in a student's attempted hours. The student may not have previously taken, or attempted, the course that is the same as the PLA credit for which they are applying. PLA credit may not be used as a substitute for any Cooperative Education, Internship Program, or Capstone course.

No more than 75% of a WCJC degree or certificate may be obtained through PLA, or other external (e.g. transfer courses), credit. In accordance with Administrative Procedure EGC – Graduation, a student "must complete at least 25% of their semester hours at WCJC".

PLA credit granted at WCJC may or may not meet minimum requirements for transfer credit at other institutions. It is the student's responsibility to confirm transferability of credit with their desired transfer institution(s).

ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) examinations provide a means to demonstrate college-level accomplishments. An AP score of 3, 4, or 5 is required for the credit award to be considered.

AP Examination	Minimum Score	Equivalent Score	Credit Hours
Biology	3	Biology 1406	4
Biology	4	Biology 1406 and 1407	8
Chemistry	3	CHEM 1411	4
Chemistry	4	CHEM 1411 and 1412	8
Computer Science A	3	COSC 1436	4
English Language and Composition	3	ENGL 1301	3
Physics I: Algebra-Based	3	PHYS 1401	4
Physics II: Algebra-Based	3	PHYS 1402 (Awarded upon completion of PHYS 1401)	4
U.S. History	3	HIST 1301 and 1302	6
Calculus AB or BC	See chart under "Calculus Placement"		

COLLEGE LEVEL SUBJECT EXAMINATION

College Level Subject Examination Program (CLEP) tests are administered at the WCJC Testing Centers.

CLEP Examination	Minimum Score	Equivalent Course	Credit Hours
Chemistry	50	CHEM 1411, 1412	8
College Composition	50	ENGL 1301	3
History of the United States I	50	HIST 1301	3
History of the United States II	50	HIST 1302	3
Western Civilization I	50	HIST 2311	3
Western Civilization II	50	HIST 2312	3
Pre-Calculus	50	MATH 2412	4
College Algebra	50	MATH 1314	3
Calculus	50	MATH 2413	4
Principles of Microeconomics	50	ECON 2302	3
Introductory Psychology	50	PSYC 2301	3
Human Growth & Development	50	PSYC 2314	3
Introductory Sociology	50	SOCI 1301	3
Spanish	50	SPAN 1411, 1412	8
Spanish	63	SPAN 1411, 1412, 2311, 2312	14
Spanish with Writing	50	SPAN 1411, 1412	8
Spanish with Writing	65	SPAN 1411, 1412, 2311, 2312	14

CALCULUS PLACEMENT

**The Accuplacer Next Generation Advanced Algebra and Functions Test (AALF) is administered by the WCJC Testing Center.

- A maximum of two AALF tests for Calculus I can be taken per calendar year. A score from 276 to 300, inclusive, is required to permit registration in Calculus I, Math 2413.
- The AALF test differs from 3)***AP and 4)****CLEP in that credit is not given for any course, only permission to take Calculus I is granted.
- The AALF test must be administered at a WCJC Testing Center. AALF scores from other colleges will not be accepted.

***The College Board's AP for Calculus has two tests: one for Calculus AB and one for Calculus BC. See table below.

Calc AP Test	Subscore	Minimum Score	Credit for Course(s)/ hours	Placement Into
Calc AB	None	Score 3	Calculus I, MATH 2413, 4 hrs	Calculus II, MATH 2414
Calc BC	None	Score 5	Calculus I and II, MATH 2413 and 2414, 8 hrs	Calculus III, MATH 2415
Calc BC	Calc AB subscore 3	Score 4	Calculus I, MATH 2413, 4 hrs Calculus II, MATH 2414, 4 hrs	Calculus III, MATH 2415
Calc BC	Calc AB subscore 3	Score 3 or below	Calculus I, MATH 2413, 4 hrs	Calculus II, MATH 2414

- The WCJC policy for the Calculus AB test is to give credit for Calculus I, MATH 2413, with a minimum score of 3.
- The WCJC policy for the Calculus BC test is to give credit according to the scores as follows: a score of 5 on the Calculus BC exam results in credit for Calculus II, MATH 2414, and credit for Calculus I, MATH 2413; a score of 4 results in credit for Calculus II, MATH 2414, and credit for Calculus I, MATH 2413, if the AB subscore is 3 or higher.
- If the score for the Calculus BC test is 3 or below, no credit is given for Calculus II; but consideration is given to the Calculus AB sub-score in which case a sub-score of 3 or higher for Calculus AB results in credit for Calculus I, MATH 2413.
- Registration in the appropriate course is permitted immediately, but the credit for Calculus I and/or II is not granted until an equivalent number of hours are completed at WCJC.

****The CLEP is described above. Passing the CLEP exam for Pre-Calculus satisfies the prerequisites for taking Calculus I, MATH 2413. Credit is granted after completion of 4 credit hours at WCJC.

INTERNATIONAL BACCALAUREATE

WCJC will grant credit on International Baccalaureate (IB) Higher Level (unless otherwise noted) tests for the following courses:

IB Higher Level Exam	Minimum Score Required	WCJC Courses	Credit Hours
Biology	4	BIOL 1406	4
	5	BIOL 1406 and 1407	8
Chemistry	4	CHEM 1411	4
	5	CHEM 1411 and 1412	8
Economics	4	ECON 2301	3
English: Lang A	4	ENGL 1301	3
Math	4	MATH 2412	4
(Standard Level)	5	MATH 2412 and 2413	8
Philosophy	4	PHIL 1301	3
Physics	4	PHYS 1401 and 1402	8
Psychology	4	PSYC 2301	3
Spanish	4	SPAN 1411 and 1412	8
Language	5	SPAN 1411, 1412, 2311, 2312	14
Visual Arts	5	ARTS 1311	3

*For IB the maximum number of credit hours awarded will be 24. An equal number of hours must be earned in “face-to-face” classes at WCJC before credit will be awarded.

Policy Revision: Financial Aid Satisfactory Academic Progress (SAP) Policy**Effective Date:** May 16, 2022

The sections on “Satisfactory Academic Progress (SAP),” beginning on page 40; “Student Responsibility,” beginning on page 41; “Effects on Funding,” on page 42; and “Veterans’ Benefits, Academic Requirements,” on page 52, are amended, as follows, for the May Mini and Summer 2022 terms.

Financial Aid Satisfactory Academic Progress (SAP) Policy

Under current federal law, all students who receive federal or state financial aid, including federal or state grants, loans, and work-study, must be making Satisfactory Academic Progress (SAP) as defined by the college in order to receive or continue to receive aid at Wharton County Junior College (WCJC). The following are the SAP requirements at Wharton County Junior College.

Financial Aid Eligibility

- All recipients of financial aid must be enrolled in a program of study leading to an associate degree, an eligible certificate, or program that is transferable toward a baccalaureate degree.
- Students may only receive aid at one institution per semester.
- Students can only receive financial aid for classes that are required as part of their WCJC degree or certificate plan. Financial aid does not apply to courses taken by audit, credit hours earned by placement tests, continuing education courses, and courses taken outside a student’s degree plan.
- Students must have a diploma from an accredited high school or a recognized equivalent of a high school diploma, typically a General Education Development (GED) certificate. Transcripts from private and foreign schools and home school transcripts will be evaluated on a case-by-case basis. WCJC reserves the right to deny financial aid to any student who does not have a high school diploma or GED from a recognized and accredited institution.
- Financial aid is available for only the first 30 semester credit hours of remedial or developmental coursework attempted. Remedial or developmental coursework is counted in the 67% completion rate. Remedial coursework includes courses that are not part of the student’s program plan but are prerequisite courses for entry into courses that are part of the student’s program plan.
- Students must achieve the following requirements to maintain financial aid eligibility:
 - **67% completion rate (pace)**
 - **2.0 institutional GPA**
 - **Maximum timeframe of 90 attempted hours**

○ 67% Completion Rate (Pace)

Students receiving financial aid must successfully complete 67% of all institutional and transferrable credit hours attempted, regardless of whether financial aid was received for the credit hours. Wharton County Junior College only recognizes and accepts transferrable credit from colleges or universities that have been accredited by a Regional Accrediting Association, as defined in the college’s catalog.

To calculate completion rate, divide total hours successfully completed by total attempted hours. Total is not rounded up (EX: Completion of .6666667 is a 66% completion rate).

The completion rate of transfer students will be evaluated upon enrollment at WCJC. Students who have not met the 67% completion rate for whom it is mathematically possible to achieve a 67% completion rate in one semester of full-time enrollment (defined as 12 semester credit hours) will enter on Warning (“Probation”) status. If it is mathematically impossible for a student to achieve a 67% completion rate in one semester of full-time enrollment, the student will enter on Suspension status, with the opportunity to appeal.

2.0 Institutional GPA

Students receiving financial aid must maintain a 2.0 term and cumulative grade point average on all college level credit hours attempted at WCJC (this includes developmental studies and dual credit hours) in order to remain eligible for financial aid.

Maximum Timeframe of 90 Attempted Hours

A student is eligible for financial aid for up to 150% of the credit hours required in their program. Eligibility is lost beyond this limit.

Example: An Associate of Arts Degree requires 60 credit hours. 60 credit hours x 150% = 90 credit hours. After 90 credit hours, eligibility for financial aid is lost

NOTE: **ALL** attempted academic coursework in a student's academic history, including developmental coursework, foreign credits, and credits from proprietary institutions, is included in the 150% limit, regardless if it transfers to WCJC for course credit or not.

SAP Evaluation

- SAP for new and returning students, including transfer students, will be evaluated upon enrollment at WCJC.
- SAP for continuing students will be measured three times per year, at the end of each semester, fall, spring, and summer. The evaluation will be made regardless of the number of credit hours attempted during the semester.
- Grades of A, B, C, and D are considered credit hours attempted and successfully completed (earned).
- Grades of F, I (Incomplete), and W (Withdrawals and drops) are counted as credit hours attempted but not successfully completed (unearned).
- Course repeats are counted as attempted credit hours and either earned or unearned depending upon the grade assigned. The last grade is included for GPA purposes if course was attempted for the last time at WCJC.
- Only the first two attempts of a course completed with a passing grade can be paid by financial aid. The third attempt cannot be included for payment purposes.
- Course work attempted and grades earned in semesters forgiven through the State of Texas "Academic Fresh Start" program will be included in the SAP calculation.
- Students failing to meet a term or cumulative 2.0 GPA on institutional coursework and/or complete 67% of their transferrable and institutional coursework will be placed on Warning status for one term. Students in Warning status will have "Probation" posted as their financial aid status in Online Services.
- Students who receive all F's, W's, I's, or a combination of these for the last attempted semester are considered to have earned a zero GPA for that semester and will be placed on financial aid Suspension. This policy applies to all

students, including transfer students, regardless if the coursework transfers.

- Students not meeting the minimum SAP criteria at the end of their warning (Probation) period will have "Suspension" status (NONSAP) posted in Online Services and will be ineligible for financial aid.

Regaining Financial Aid Eligibility

Students placed on Suspension may continue to enroll at WCJC but must pay for their coursework from their own funds. Financial aid eligibility will be reinstated after a student meets the SAP criteria, both the completion rate (67%) and institutional term and cumulative grade point average (2.0). Reinstatement will occur at the end of the academic term and will secure financial aid eligibility for the next term of enrollment

Students who are on Suspension status may file a financial aid appeal.

Financial Aid Appeals

- A student who has been suspended from financial aid for failure to meet SAP requirements due to extenuating circumstances may appeal the decision by completing an appeal form, explaining the extenuating circumstances, and providing appropriate documentation to support their claim. Appeals without documentation will not be considered.
- Students who receive all F's, W's, or I's or a combination of these (zero GPA) for the last attempted semester will be placed on financial aid suspension. This policy applies to all students, including transfer students, regardless if the coursework transfers. Students who can document extenuating circumstances for a zero GPA need to file a financial aid appeal with the financial aid office as soon as possible with information/documentation regarding their circumstances. Financial aid appeal information is available on the WCJC website. Students are advised these circumstances include but are not limited to:
 - Student health issues or significant trauma that resulted in withdrawal from the college
 - Verifiable errors by college that resulted in withdrawal
 - Deployment into active military service
- Appeals for attempting below a 67% completion rate require a copy of a degree plan, an appeal form, and an explanation why coursework was not successfully completed, with supporting documentation as relevant to the situation.

- Students for whom it is mathematically possible to achieve a 67% completion rate in one semester of full-time enrollment (defined as 12 semester credit hours) and who successfully appeal enter the next semester on Warning (Probation) status and must achieve 67% completion at the end of the term.
- If it is mathematically impossible for a student to achieve a 67% completion rate in one semester of full-time enrollment and the student successfully appeals, the student will be placed on an academic plan, which they must follow. Students must complete 67% of the classes for which they register each term and maintain both a term and overall grade point average of at least 2.0. Violation of any of these conditions will result in the appeal becoming void.
- Appeals for attempting beyond the maximum timeframe (90 hours) require a copy of a degree plan and an appeal form explaining why the additional coursework is necessary.
- Students approved for over 150% of program length will be placed on an academic plan, which they must follow. Students must complete 67% of the classes for which they register each term and maintain both a term and overall grade point average of at least 2.0. Violation of any of these conditions will result in the appeal becoming void.

Rounding

SAP guidelines do not allow rounding of financial aid SAP standards. For example, a 66.7% completion rate would not meet the 67% completion rate standard, and a GPA of 1.95 does not meet the 2.0 standard.

SAP and Veteran Benefits

Students receiving veteran benefits must adhere to the completion rate, GPA, and maximum timeframe criteria outlined in the WCJC Satisfactory Academic Progress policy to achieve and maintain eligibility for state or federal benefits and may appeal a Suspension status.

Student Responsibility

Students are responsible for understanding and monitoring their own SAP status. Students can check their SAP status in real-time through the Online Services student portal. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

Summary of SAP Requirements

Satisfactory Academic Progress (SAP) Standard Measurements		
GPA	Completion Rate (Total Hours Successfully Completed/Total Hours Attempted)	Maximum Timeframe
Institutional GPA of 2.0, term and cumulative	67% successful completion of all attempted institutional and transferrable credit hours	90 semester credit hour limit; all attempted coursework counted, including non-transferrable coursework

SAP guidelines outlined in this policy are effective beginning with the Summer 2022 term at WCJC.

05.16.2022