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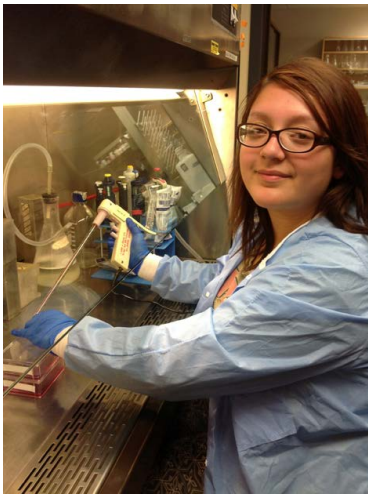
Admissions

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The Alamo Colleges District (Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip's College, San Antonio College) encourages students to pursue an education beyond high school and welcomes all students to attend.



Admissions Classifications

The Alamo Colleges District recognizes a variety of admissions:

High School Graduates

Students who have graduated from high school.

GED Applicants

Students who have passed the General Education Development test.

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Department Information

Degree Information

Core Curriculum  
Selection List

Degrees, Certificates,  
and Advising Guides

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My Publication

Home Schooled Graduates

Students who have completed the curriculum outlined for their home school diploma.

High School Programs Applicants

Eligible high school students who can earn college credit for selected high school courses.

Early Admissions Applicants

Students who have completed the sophomore year of high school or the home school equivalent by the start of the academic term for which they wish to enroll. The Alamo Colleges District does not guarantee that college credit earned through the Early Admission program will satisfy high school requirements.

Individual Approval Applicants

Students who are eighteen (18) years or older and who are graduates of high school or the equivalent may be admitted if they can provide evidence to indicate that high school graduation occurred.

Former Alamo Colleges District Students

Students who have previously attended one or more of the colleges in the Alamo Colleges District and have not enrolled within the past twelve (12) months at any other college or university.

College or University Transfers

Students who have previous college work at an accredited college or university, including the Community College of the Air Force (CCAF), and plan to attend a college in the Alamo Colleges District.

College or University Transients

Students enrolled in a university who are taking courses at one of the colleges in the Alamo Colleges District for only one semester.

International Students

Students who hold non-immigrant visas.

Senior Citizens

Students who will be age 65 by the census date of the term for which they wish to enroll as course availability allows and are seeking a reduced tuition.

Open Admissions

The colleges in the Alamo Colleges District have an open door admissions policy to ensure that every person has the opportunity to access a college education. There are no minimum admissions requirements (i.e. minimum entrance exam scores, minimum GPA or class ranking, etc.). The only requirement is completion of a high school diploma or GED. As Federal Equal Employment Opportunity (EEO) institutions, the colleges in the Alamo Colleges District admit students without regard to race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation.

General Admission Requirements

Students must complete the application process by the published application deadline for the term they plan to attend. A new application is required for anyone who applied but did not register and for former students who stopped out for one calendar year or more. The student selects a college as the primary/home college. An application is good at all of the colleges in the Alamo Colleges District. Students missing the application deadline for a regular fall or spring term (16 week session) may apply for the Start II or Flex II part of term within that same term.

In addition, students must meet federal and state regulatory requirements and any professional standards regarding admissions to the colleges in the Alamo Colleges District or specific programs.

Students applying to college for the first time must complete the [AlamoENROLL Checklist](#), which consists of a series of educational and college readiness modules for promoting student success.

Admissions requirements:

- Submission of an ApplyTexas application
- Appropriate transcript(s)

## High School Admissions

High school graduates applying to college for the first time must meet the criteria for admission listed below. Following graduation, high school students are responsible for submitting complete, official high school transcripts. **The colleges in the Alamo Colleges District will not consider a high school transcript complete without a posted graduation date.**

International students who are transferring from a high school need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

- **Apply for admission**
  - Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- **Submit transcripts**
  - Students who have graduated from high school must submit an official high school transcript with high school graduation date. Official high school transcripts must be sent by the school, sealed or electronically.
  - Students who **have not** graduated from high school at the time of application must submit an official high school transcript. Official high school transcripts **must include at least six complete semesters** and must be sent by the school, sealed or electronically. By the end of the first semester of enrollment a student must submit a final official transcript that includes the high school graduation date. Registration for future terms will not be allowed until submission of final official high school transcript.
  - Students unable to submit an official high school/college transcript prior to enrollment the first (1) semester in a college in the Alamo Colleges District because of financial obligations:
    - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee
    - will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
    - will be admitted conditionally for with unofficial credentials
    - will not be permitted to re-enroll in future semesters after 12 month period
    - will have official transcripts withheld until all admission requirements are met
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

## GED Admissions

GED recipients applying to college for the first time must complete the criteria for admission listed below. Following passing the test, GED students are responsible for submitting complete, official test scores.

International students who are transferring with a GED equivalent need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

- **Apply for admission**
  - Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- **Submit official GED test scores report issued by the state where the test was taken and passed**
  - [TEA website](#) for passing score
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

## Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as Home School Admission graduates. In addition to the standard criteria for admission to a college in the Alamo Colleges District, home schooled students must present a signed, notarized record of the high school equivalent work completed and the date of graduation. A final, official high school transcript includes a posted graduation date, a physical address in the United States (to ensure that state's standards are met).

International students who are transferring with a GED equivalent need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

- **Apply for admission**
  - Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- **Submit transcripts**
  - Students who have graduated must submit a notarized transcript of the high school equivalent work completed and the date of graduation.
  - Students who have not graduated from high school at the time of application must submit a sealed and notarized non-final official transcript of the high school equivalent work. In addition, the non-final official high school transcripts must include at least six (6) complete semesters and be notarized. By the end of the first (1) semester of enrollment, a student must submit a final official transcript that includes the high school graduation date and notarization. Registration for future terms will not be allowed until submission of final official high school transcript.
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

## Early Admissions

Several programs allow students who have not yet graduated from high school or completed home school to get a jump start on the future, including early admission for qualifying students. The colleges do not guarantee that college credit earned through the Early Admission program will satisfy high school requirements. Students should check with high school to verify if credit can be used to satisfy high school requirements. Early admission students must meet the following criteria:

- Apply for admission
  - Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Complete the sophomore year of high school or the home school equivalent by the start of the academic year enrolled.
- Complete and submit the Early Admit form to the Enrollment Services/Admissions and Records office
- Submit a letter of recommendation from a counselor or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Submit official high school transcript of coursework completed prior to registration at a college in the Alamo Colleges District
- Demonstrate college-level ability in the subject area(s) requested
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of "C" or better in all college-level courses.

In order to obtain an official transcript for coursework after high school graduation an early admit student must obtain a final official transcript that includes the graduation date. Prior to high school graduation, the colleges will only release an official transcript of coursework directly to other institutions of higher education at the student's request.

**Early admissions students seeking to continue enrollment with the colleges of the Alamo Colleges after high school graduation must submit an [ApplyTexas](#) application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.**

### Individual Approval Admissions

Students who (1) are not graduates of high school or the equivalent, (2) are graduates of high school or the equivalent but cannot obtain an official transcript due to the institution and/or academic records no longer existing, (3) cannot provide a transcript due to financial obligation at a previous institution, or (4) have other extenuating circumstances may be admitted through an Individual Approval petition.

**Individual Approval requests must be approved and all enrollment steps must be completed in order to register.**

- Apply for admission
  - Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Submit Individual Approval request
  - Individual Approval request are available at the college's Enrollment Services/Admissions and Records office.
  - Individual Approval requests and all required documentation must be submitted four weeks prior to the start of courses.

### High School Programs Admissions

The High School Programs allow eligible high school students to earn college credit for selected high school courses in which they are currently enrolled while completing their high school requirements through traditional [Dual Credit](#), [Early College High School](#), [Alamo Academies](#) and Phoenix (SAISD only). In order for students to participate in the program, area high schools must be approved to offer Dual Credit courses.

High School Programs students meet the following criteria:

- Apply for admission
  - Complete and submit the admission application through [AlamoENROLL](#) utilizing the Ready-Set-Apply guides for [Dual Credit](#), [Early College High School](#) or [Alamo Academies](#). An active application is required to move forward with the enrollment process.
- Complete and submit Dual Credit form(s), including Parental Consent form and high school counselor approval
- Home schooled students must submit a notarized transcript.
- Demonstrate college-level ability in the subject area(s) requested
- Be TSI exempt or compliant and meet the basic skills required for specific dual credit courses
- Provide proof of residency if requested to correct your student record
- For a complete list of Enrollment (Registration) Steps go to <http://alamo.edu/alamoenroll/dual-credit/>

In accordance with the Alamo Colleges District's policy, high school junior and senior students may take up to two Dual Credit classes per regular semester and high school sophomores may take one Dual Credit class per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only.

Dual Credit students (currently enrolled in high school) who have earned college-course credit from another institution(s) of higher education must provide an official transcript of coursework to ensure that prerequisite requirements are applied.

Alamo Colleges District's policy allows tuition to be waived for two (2) courses [six (6) to eight (8) semester credit hours] per semester for the Dual Credit Program. Students in the Dual Credit program must reside in Bexar or the service area counties\*.

Prior to high school graduation the colleges will only release an official transcript of coursework directly to other institutions of higher education at the student's request. Official transcripts of coursework will be released when the student's complete, official high school

transcript, including the graduation date, is on file. First transcript request is free and additional requests have a fee. See Non-Refundable Fees for price rates. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school. There is a transcript fee.

**High School Programs students seeking to continue enrollment with a college in the Alamo Colleges District after high school graduation must submit an [ApplyTexas](#) application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.**

\*Bandera, Comal, Kendall, Kerr, Medina, and Wilson counties; Atascosa County, except the territory within the Pleasanton ISD; and Guadalupe County, except the territory within the San Marcos Consolidated ISD.

## Transfer Admissions

A transfer student is any student who has completed previous college work at an accredited college or university and plans to attend a college in the Alamo Colleges District. A New Transfer/Transient Evaluation Fee is required of students transferring into a college in the Alamo Colleges District.

International students who are transferring from a college/university need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

- Apply for admission
- Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process
- Submit transcripts in an official college sealed envelope or electronically (encrypted transcripts from an approved institution)
  - Transfer students must submit an official transcript from the last undergraduate college or university attended. Students submitting an **in-progress** transcript need to submit a completed transcript at the end of the semester. To ensure that all transferable credits are awarded, a student must submit all college or university transcripts with all grades posted.
  - Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to a college in the Alamo Colleges District must follow the policies outlined in the [Academic Dismissal Procedure](#).
  - Official Community College of the Air Force (CCAF) transcripts fulfill the last college attended admissions requirement.
  - Students seeking transfer credit from foreign institutions must submit the official transcript and evaluation by a member of the [National Association of Credential Evaluation Services](#) (NACES). Please note: Some evaluation services require translation from a specific translation service.
  - Students unable to submit an official high school/college transcript prior to enrollment the first (1) semester in a college in the Alamo Colleges District because of financial obligations:
    - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee
    - will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
    - will be admitted conditionally for with unofficial credentials
    - will not be permitted to re-enroll in future semesters after 12 month period
    - will have official transcripts withheld until all admission requirements are met
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.
- Contact the college Admissions/Enrollment Services office for questions concerning the transcript.

## Transient Admissions

Students **with earned credit hours** and seeking a degree at another institution of higher education who plan to take courses at a college in the Alamo Colleges District **for one term only** are considered transient students. **Students should complete the application process well before registration begins for the term they plan to attend.** A New Transfer/Transient Evaluation Fee is required of students transferring into a college in the Alamo Colleges District.

International students who are transferring from a college/university need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

The steps to complete transient student admissions requirements are:

- Apply for admission
  - Complete and submit the two (2) year admission application as a transient student through [ApplyTexas](#) by the deadline of the summer semester of intended admission. An active application is required to move forward with the enrollment process.
- Submit transcripts
  - Transient students must submit an official transcript from the last undergraduate college or university attended. Upon completion of the semester, students may request their transcript from the college in the Alamo Colleges District be sent to their college.
  - If students remain enrolled for the subsequent semester, they must submit an official transcript with final grades posted.
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

**Students should complete the application process well before registration begins for the term they plan to attend.** Fulfillment of Texas Success Initiatives (TSI), advising and enrollment steps, and course pre-requisites may be required prior to registration.

## Former Student Admissions

Students who have previously attended one or more of the colleges in the Alamo Colleges District and have not enrolled within the past

twelve (12) months at any other college or university must satisfy all applicable admissions requirements prior to registration and complete the ApplyTexas Application. Returning students whose last status was Academic Dismissal must petition for registration as outlined under Academic Standing and Probation.

- Students with a break in enrollment of one (1) regular semester or more are required to provide proof of bacterial meningitis vaccination. State law requires that entering students who are 21 years old or younger show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Check the Alamo Colleges District website for additional information at <http://www.alamo.edu/ meningitis/>. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Students who are returning to a college in the Alamo Colleges District after attending another institution of higher learning need to submit transcripts from transfer institution(s).
- If students return to a college in the Alamo Colleges District after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to Academic Standing and Probation.
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

### International Student Admissions

All persons seeking admission holding non-immigrant visas will be processed as international students. Applicants who do not currently hold a non-immigrant visa or who wish to change status from current visa may apply for admissions under an F-1 (Academic or Language) non-immigrant visa student. Please go to <http://www.alamo.edu/international/> for specific checklist items.

Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit an ApplyTexas application and the International I-20 Application.

International students who are transferring from a high school or equivalent, college, or university need to also look at the appropriate admission category to complete the needed steps for admission to a college in the Alamo Colleges District as well.

- High School Admission
- GED Admission
- Home School Admission
- Transfer Admission
- Transient Admission

Applicants on an F-1 visa who wish to concurrently enroll with this institution must submit an ApplyTexas application for admissions and the International: Concurrent Application.

Applicants who currently hold a non-immigrant visa that are eligible to study in the United States must submit an ApplyTexas application for admissions and the International: Other Visa Application.

All international applicants must follow the admission steps outlined for their visa type on the International Student webpage.

All foreign credentials must be evaluated. General admission only requires a general evaluation.

Students seeking transfer credit from foreign institutions must submit the official transcript transcript for a course-by-course evaluation.

All evaluations must be completed by a member of the National Association of Credential Evaluation Services (NACES) or American Association of Collegiate Registrars and Admissions Officers (AACRAO). Please note: Some evaluation services require translation from a translation service.

For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

### Senior Citizen Admissions

Senior Citizens who will be age 65 by the census date of the term may enroll in course offerings in two (2) different categories at a reduced cost. **Note: Senior Citizen waiver and audits do not apply to Continuing Education courses.**

Students using a tuition waiver must meet the following conditions:

#### College credit courses

- Must complete an ApplyTexas application
- Must submit an official transcript from the last college or university attended prior to admission
- May enroll only on the first day of the part of term based on space availability

Additional steps for college credit courses:

- Responsible for completing course requirements
- Normal tuition waived, but responsible for associated fees
- **Restrictions**
  - Space available
  - 6 (six) credit hour limit
  - Courses with differential tuition
  - Activity classes, such as private music lessons, art studio, wellness/fitness

- Courses requiring programmatic prerequisites
- Courses that were previously registered for credit in the same semester

**Audit of college credit courses**

- Must complete a QuickAdmit application and the Course Audit form
- May enroll only on the first day of the part of term based on space availability

**Additional steps for audit of college credit courses:**

- Tuition waived, but responsible for associated fees and \$65 Audit fee
- **Restrictions**
  - Space available
  - 6 (six) credit hour limit
  - Courses with differential tuition
  - Activity classes, such as private music lessons, art studio, wellness/fitness
  - Courses requiring programmatic prerequisites
  - Courses that were previously registered for credit in the same semester

**Note: Senior Citizen waiver and audits do not apply to Continuing Education courses. Senior Citizens who audit do not have to submit admission credentials and are not subject to admission holds.**

**Audit Admissions**

Audit provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. **Students who audit a course will not receive a grade or credit for the course.** In addition to tuition and fees for the course, an additional charge will apply.

**Students who enroll only for Audit admission must:**

- Complete the [ApplyTexas](#) application

**Note: Students who audit do not have to submit admission credentials and are not subject to admission holds.**

Audit courses cannot be changed to credit or credit to Audit after the Census Date of the course or term, whichever occurs first. Audit courses will be noted on the student's permanent record as "AU" for Audit.

**ApplyTexas Application**

A new application is required for anyone who is attending for the first time, who applied but did not register and for former students who have not attended for one year or more. Students will select a primary college. **One application is sufficient for admission to all five of the colleges in the Alamo Colleges District: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.** Students may access computers at all of the colleges in the Alamo Colleges District. The process should take 15-30 minutes. If the application is not completed in a single session, the file should be saved.

Students should have the following information available before beginning the online application.

- Social Security Number  
**Note:** Providing your social security number (SSN) is optional, but it is **strongly recommended**. Applications and documents without social security numbers are difficult to match up, which may result in additional processing time for admissions and financial aid. For questions or concerns, contact the Enrollment Services/Admissions and Records Office.
- Name of the county in which you live
- Email address (Students without email accounts can create them at various free sites such as [yahoo.com](#), [gmail.com](#) or [hotmail.com](#).)
- Visa/Permanent Resident information to include Permanent Residence Card, issue date, expiration date and number
- Names and dates of high school(s) and colleges and universities attended not in the Alamo Colleges District
- Academic standing at previous college(s)/university(ies)

Guidelines for completing the ApplyTexas application are available through the Alamo Colleges District's home page at [alamo.edu](#).

- Logon to [ApplyTexas](#) to create a student profile.
- Record the ApplyTexas User ID and Password for future access.
- Select **Two-Year Undergraduate Application**
- Select the college to which the application will be delivered
- Submit the application to the appropriate college in the Alamo College District
- Copy the Application Number provided in the window for your records

Once the application is submitted, all corrections and updates require a visit to the Enrollment Services/Admissions and Records Office. Students will receive an email with a verification number from [ApplyTexas](#).

High Schoopl Programs students must follow the Ready-Set-Apply guides for the program in which they plan to apply and/or contact the High School Program office at the respective college in the Alamo Colleges District for assistance.

**When you consult with one of the colleges in the Alamo Colleges District, please have your email verification and confirmation**



number with you.

## Joint Admissions Agreement

While attending a college in the Alamo Colleges District, students may complete a **Joint Admissions Agreement** and follow a degree plan designated by a specific university. The degree plan outlines the courses that will apply toward a specific major at a specific university.

Most colleges and universities maintain catalogs online. See a complete listing of Texas institutions of higher education online at the [Higher Education Locator Map](#). Direct transfer questions to the Academic Counseling/Advising Centers.

## Steps to Enrollment

To view the Alamo Colleges District enrollment process and download a printer friendly “Step by Step” Checklist, please refer to the [AlamoENROLL website](#) and choose your enrollment classification.

- Future Students
- Former Students
- Transfer Students

Additional information and resources, including college success information, financing your future, application assistance, computer lab locations and hours, technical support and web browser information, are also available.

## Academic Holds

Academic holds prevent the release of official transcripts from and/or prevent registration in a college in the Alamo Colleges District. Academic holds result when students:

- do not provide an official high school transcript demonstrating graduation
- do not provide an official college transcript
- do not comply with academic policy
- are required to consult an advisor
- do not return equipment
- have a monetary outstanding balance

## Admission Appeal Procedure

All students who fail to meet the academic criteria stated in the current catalog of a college in the Alamo Colleges District – students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal) and students on Suspension from any institution – must follow the admission/readmission procedures as described in the guidelines outlined under **Academic Dismissal** in [Academic Standing and Probation](#) in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

## Texas Success Initiative (TSI)

[The Texas Success Initiative](#) (TSI) ([online](#) under the Texas Higher Education Coordinating Board, Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework.

TSI measures reading and writing, and mathematics skills to determine students’ readiness to enroll and perform in entry-level academic coursework. Students are required to test and to be advised based on the results of their TSI assessment scores. Students will not be denied admission to a college in the Alamo Colleges District based on TSI scores or college placement scores. Students must comply with the TSI rule by taking the TSI ASSESSMENT exam or meet exemption requirements in order to enroll in courses. The exam is offered at the testing centers at the colleges in the Alamo Colleges District. Students who have taken any of the previously approved TSI assessment exams below and enrolled in courses may not need to test. Visit any of the testing centers in any of the colleges in the Alamo Colleges District for further details.

Previously approved TSI Assessment Exams:

- THEA
- THEA IBT
- ASSET
- Accuplacer
- QT (Quick THEA)

***Effective August 26, 2013 the TSI Assessment examination is the only administered placement exam.***

## TSI Requirement Exemptions



Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- **ACT**  
Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing.\*
- **SAT**  
Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing.\*
- **TAKS Exit-Level**  
Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for five (5) years from date of testing.
- **Readiness Status**  
Met college-level readiness standards in English, reading, and mathematics at an accredited Texas public institution of higher education.
- **Transfer from Private or Accredited Out-of-State Institutions**  
Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math with a grade of “C” or better.
- **Degree**  
Earned an Associate or Baccalaureate Degree from an accredited Texas public institution of higher education.
- **Certificate**  
Enrolled in THECB approved Certificate Level-One Programs of one (1) year or less with forty-two (42) or fewer semester credit hours that do not require specific skill levels for course enrollment. **At the colleges in the Alamo Colleges District, a diagnostic or college-level placement exam may be required for students seeking a certificate.**
- **Military**  
Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces for at least three (3) years preceding enrollment. After August 1, 1990, was honorably discharged, released, or retired from Active Duty as a member of the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces. **Students who meet this exemption are encouraged to take the TSI ASSESSMENT for diagnostic purposes to aid in program and course selection during advising.**
- **STARR End of Course**  
Minimum of Level 2 (required minimum score of 2000 for reading, minimum score of 2000 for writing, and minimum combined score of 4000) on the English III shall be exempt from the TSI ASSESSMENT for both reading and writing, and a minimum of Level 2 (must receive minimum score of 4000) on the Algebra II EOC shall be exempt from the TSI Assessment for mathematics. Scores are valid for five (5) years from date of testing.
- **College Prep**  
A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. Students must enroll in content area (English and/or Math) entry-level course within one (1) year of enrollment. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

**Students who do not provide official documentation to verify one of the exemptions above are required to take the TSI ASSESSMENT.**

Students who initially do not meet the college-level standard may re-take an assessment instrument according to Alamo Colleges District and test instrument guidelines. After testing, students must consult with an advisor to develop a plan to achieve the skill level required for the program to be earned.

See Texas Education Code: Section 51.30621, Chapter 4, Subchapter [online](#).

## Common Entry Requirements for Course Placement

A detailed reference guide for common entry requirements and course placement is updated periodically throughout the academic year. Click for a pdf version of the [Common Entry Requirements](#) effective Spring 2016.

## Academic Fresh Start

An applicant who elects Academic Fresh Start may apply these credit hours toward the determination of TSI requirements. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321. Academic Fresh Start must be declared upon admission to a college in the Alamo Colleges District. Fresh Start Declaration must be requested at the student's primary college and will be applied for all colleges in the Alamo Colleges District and not one specific institution. Specific requirements for various non-traditional means are described below.

Students electing this policy may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at any of the colleges in the Alamo Colleges District and any other Texas state college or university. Such work, however, will NOT be removed from

students' academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

Academic Fresh Start does not eliminate credits for purposes of determining financial aid eligibility or eligibility in programs that require a separate admissions policy. Academic Fresh Start courses are NOT excluded from Three-Peat, Six Drop Limit or 27 Hour Rule processing.

This provision does not exempt students from notifying a college in the Alamo Colleges District of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

## Academic Advising

To be adequately prepared for registration, students should seek academic advising before the registration process begins to consider program options and understand the academic requirements to include prerequisites for courses, degrees and programs, and transfer institutions. Having a goal and understanding of what is required to achieve the goal can save time and money.

Advising is required for:

- All first-time college students, including Dual Credit students who have graduated from high school
- Transfer college students to a college in the Alamo Colleges District with fewer than fifteen (15) earned college semester credit hours
- Students with Academic Holds, e.g., Student Development and Academic Dismissal

If a college requires one-on-one or group advising, a registration hold will be placed on the student's record until the requirement has been met.

Students are encouraged to consult with an academic counselor/advisor about courses and other educational concerns if currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. In addition to course and degree requirements, policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic counselor/advisor regularly.

Many students who plan to transfer to a university are advised to fulfill the lower-division requirements for the university selected for their continued education. The Alamo Colleges District's transfer services aid students in making their transfer experience a seamless process. **It is the responsibility of all students to ensure that they take courses at a college in the Alamo Colleges District that will be accepted by the senior institutions they wish to attend.**

Students should consult a current Class Schedule, the Alamo Colleges District's website, or contact an advisor for specific information pertaining to academic advising.

## Advising PIN

Effective Fall 2016 registration, the Alamo Colleges District utilizes Advising PIN (Personal Identification Number) processing at critical advising touchpoints to ensure that students meet with their Advisor during their educational pathway. Students are required to meet with their assigned advisor when they complete 15 hours, 30 hours and 45 hours of college credit hours for coursework in an associate degree program as defined by the State Legislation §9.555.Student Advising, notwithstanding Texas Education Code §51.9685.

### EFFECTIVE TERMS

PINs will be rolled out at the following phases:

<u>Registration Term</u>	<u>Implementation Date</u>	<u>Students Receiving PIN</u>
Fall 2016	February 1, 2016	45 HR PIN
Spring 2017	October 1, 2016	45 HR plus 15 HR PIN
Summer 2017	February 1, 2017	45 HR, 15 HR, plus 30 HR PIN

## Transfer Credit Policy

### Transfer Credit

To meet the requirements, only those courses in which a "D" or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a "C" or better has been earned may be applied to meet the requirements in the academic plan. This policy applies to all degree plans. Credit may be transferred to a college in the Alamo Colleges District from colleges and universities accredited by one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Western Association of Colleges and Schools
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities

Southern Association of Colleges and Schools Commission on Colleges

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis.

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Continuing Education & Training (ACCET)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)
- Transnational Association of Christian Colleges and Schools (TRACS)

The Alamo Colleges District Center for Student Information (CSI) works with the college to verify an institution's accreditation status and for processing existing course equivalencies. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the college of the Alamo Colleges District granting the degree or certificate.

Courses taken ten (10) or more years prior to a student's last enrollment at a college in the Alamo Colleges District will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as determined by the program lead with approval by the VPAS.

**Transfer Transcript Evaluation**

The term "official transcript of record" refers to the record of coursework transferred from other accredited colleges and universities to a college in the Alamo Colleges District. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at a college in the Alamo Colleges District.

The colleges in the Alamo Colleges District accept any passing grade from any accredited institution. Passing is a grade of "D" or better. Transcripts received become the permanent property of the Alamo Colleges District.

Official transcripts from all colleges and universities attended must be forwarded to the respective college in the Alamo Colleges District. Transcripts may not be faxed.

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

**Military Transfer**

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Joint Services Transcript (JST).

**Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions**

Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the [National Association of Credential Evaluation Services](#) (NACES). Note: Some evaluation services require translation from a translation service. All colleges in the Alamo Colleges District follow the same admissions procedures for students seeking admission with foreign transcripts.

**Transfer Dispute Resolution**

Transfer disputes may arise when students are transferring courses to a college in the Alamo Colleges District from other institutions and/or when courses from a college in the Alamo Colleges District are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules, Chapter 4, Subchapter B [online](#).

In all disputes, the THECB Transfer Dispute Resolution Form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

- The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  - If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
  - A student who receives notice as specified in the first paragraph of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  - The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
  - If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## Transfer Rules Noncompliance Policy

If it is determined by the Texas Higher Education Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

## Transcript Request

Students may access **unofficial** transcripts and grades through [ACES](#) Web Services at [alamo.edu](#).

To request an official transcript of record, students must complete a Transcript Request Form online through ACES. Once processed, transcripts will be sent as requested. Students receive the first transcript free of charge; a fee may be charged for all additional official transcripts. See Non-Refundable fees for additional information.

In compliance with FERPA regulations and Alamo Colleges District's policy, transcripts may only be released to the student of record. Transcripts may be requested online through [ACES](#) Web Services at [alamo.edu](#)

Educational Releases signed by the student are required for each request and are subject to review.

The Alamo Colleges District will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone.

Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from last accredited institution attended) and satisfied all financial obligations to the Alamo Colleges District.

## Credit by Non-Traditional Means

The colleges in the Alamo Colleges District provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. The colleges in the Alamo Colleges District, with appropriate departmental guidelines, reserve the right to determine the acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) college semester credit hours at any of the colleges in the Alamo Colleges District.

Military-connected students needing an evaluated degree plan to obtain Military Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA) funding may have transfer credit for CLEP posted to their student record in advance of receiving six (6) college semester credit hours at any of the colleges in the Alamo Colleges District. Eligible students must submit a request for CLEP review to their home-college Enrollment Office. Acceptable CLEP credit will be posted to the student record after the census date for the first term of attendance. Questions can be directed to [dst-military@alamo.edu](mailto:dst-military@alamo.edu).

Credit hours earned by examination and/or awarded through non-traditional means will be posted as CR and will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned, excluding I and W.

Students planning to transfer to other institutions should consult with those institutions regarding their policies on granting non-traditional credit.

## Internal Examinations for Credit Hours

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take departmental exams and receive written departmental approval.
- Obtain information or approval from Assessment Center and/or department. Upon approval students must pay the appropriate costs as defined in the [fee schedule](#).
- Take a comprehensive written examination that may include prescribed performance tests.
- Receive a performance grade of “C” or better to receive credit.

**Note: Examinations for credit hours are not administered in all departments.** No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

### External Standardized Examinations

Minimum scores are defined in the [CLEP/AP Credit](#) section below.

A student can re-take an external exam after 3 months have passed.

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other accredited institutions.

### CLEP/AP Credit

The colleges in the Alamo Colleges District recognize the credit-granting scores recommended by the American Council on Education (ACE). Students can be granted a maximum of 32 hours of non-course based credit. No credit will be awarded until the student has successfully completed as least six (6) hours of course credit from any of the colleges in the Alamo Colleges District. Specific information is provided in the following tables.

### CLEP Credit-Granting Scores and Semester Hour Recommendations<sup>1</sup>

CLEP Test	Score	Sem. Hr.	Alamo Colleges Course
<b>Business</b>			
Information Systems	50	3	<a href="#">COSC 1301</a>
Introductory Business Law	50	3	<a href="#">BUSI 2301</a>
Principles of Management	50	3	<a href="#">BMGT 1327</a>
Principles of Marketing	50	3	<a href="#">MRKG 1311</a>
<b>Composition and Literature</b>			
American Literature	50	6	<a href="#">ENGL 2327</a> & <a href="#">ENGL 2328</a>
College Composition	50	6	<a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>
English Literature	50	6	<a href="#">ENGL 2322</a> & <a href="#">ENGL 2323</a>
Humanities	50	3	<a href="#">HUMA 1301</a>
<b>Foreign Languages*</b>			
French Language, Level 1	50	8	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a>

French Language, Level 2	59	14	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> & <a href="#">FREN 2311</a> & <a href="#">FREN 2312</a>
German Language, Level 1	50	8	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a>
German Language, Level 2	60	14	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> & <a href="#">GERM 2311</a> & <a href="#">GERM 2312</a>
Spanish Language, Level 1	50	8	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a>
Spanish Language, Level 2	63	14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>
<i>Level 1: equivalent to the first two (2) semesters of college-level foreign language course work</i> <i>Level 2: equivalent to the first four (4) semesters of college-level foreign language course work</i>  <i>*Based on Computer Based Testing (CFBT) beginning July 2001</i>			
<b>History and Social Sciences</b>			
American Government	50	3	<a href="#">GOVT 2302</a> or <a href="#">GOVT 2305</a>
History of the United States I	50	3	<a href="#">HIST 1301</a>
History of the United States II	50	3	<a href="#">HIST 1302</a>
Human Growth and Development	50	3	<a href="#">PSYC 2314</a>
Introductory Psychology	50	3	<a href="#">PSYC 2301</a>
Introductory Sociology	50	3	<a href="#">SOCI 1301</a>
Principles of Macroeconomics	50	3	<a href="#">ECON 2301</a>
Principles of Microeconomics	50	3	<a href="#">ECON 2302</a>
Western Civilization I	50	3	<a href="#">HIST 2311</a>
Western Civilization II	50	3	<a href="#">HIST 2312</a>
<b>Science and Mathematics</b>			
Biology	50	8	<a href="#">BIOL 1406</a> & <a href="#">BIOL 1407</a>
Calculus	50	4	<a href="#">MATH 2413</a>
Chemistry	50	8	<a href="#">CHEM 1411</a> & <a href="#">CHEM 1412</a>
College Algebra	50	3	<a href="#">MATH 1314</a> or <a href="#">MATH 1414</a>
Precalculus	50	4	<a href="#">MATH 2412</a>

<sup>1</sup> Students taking the CLEP test will earn equivalent college credit from any of the colleges in the Alamo Colleges District when attaining the scores indicated and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations). CLEP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at any of the colleges in the Alamo Colleges District. Students may not earn more than 32 total hours from any testing equivalency source.

Founded in 1918, the American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives.

The College Board

AP Credit-Granting Scores and Semester Hour Recommendations<sup>2</sup>

AP Test	Score	Sem. Hr.	Alamo Colleges Course
Art History	3	6	<a href="#">ARTS 1303</a> & <a href="#">ARTS 1304</a>
Studio Art: Drawing	3	3	<a href="#">ARTS 1316</a>
Studio Art: 2-D Design	3	3	<a href="#">ARTS 1311</a>
Studio Art: 3-D Design	3	3	<a href="#">ARTS 1312</a>
Biology	3 or above	4	<a href="#">BIOL 1406</a>
Calculus AB	3	4	<a href="#">MATH 2413</a>
Calculus BC	3	8	<a href="#">MATH 2413</a> & <a href="#">MATH 2414</a>
Chemistry	3 or above	3	<a href="#">CHEM 1311</a>
Computer Science A	3	3	<a href="#">COSC 1301</a>
Computer Science Principles	3	3	<a href="#">COSC 1301</a>
Macroeconomics	3	3	<a href="#">ECON 2301</a>
Microeconomics	3	3	<a href="#">ECON 2302</a>
English Language and Composition	3	6	<a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>
English Literature and Composition	3	6	<a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>
Environmental Science	3	3	<a href="#">BIOL 2306</a>
French Language and Culture	3	8	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a>
	4	11	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> & <a href="#">FREN 2311</a>
	5	14	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> & <a href="#">FREN 2311</a> & <a href="#">FREN 2312</a>
German Language and Culture	3	8	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a>
	4	11	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> & <a href="#">GERM 2311</a>
	5	14	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> & <a href="#">GERM 2311</a> & <a href="#">GERM 2312</a>
United States Government and Politics	3	3	<a href="#">GOVT 2305</a>
European History	3	6	<a href="#">HIST 2311</a> & <a href="#">HIST 2312</a>
United States History	3	6	<a href="#">HIST 1301</a> & <a href="#">HIST 1302</a>
Human Geography	3	3	<a href="#">GEOG 1302</a>



Latin	3	3	LATI 1311 & LATI 1312
Music Theory <sup>3</sup>	3	2-3	MUSI 1211 or <a href="#">MUSI 1311</a>
Physics 1: Algebra Based	3	4	<a href="#">PHYS 1401</a> or (PHYS 1301 & PHYS 1101)
Physics 2: Algebra Based	3	4	<a href="#">PHYS 1402</a> or (PHYS 1302 & PHYS 1102)
Physics C: Mechanics	3	4	<a href="#">PHYS 2425</a>
Physics C: Electricity and Magnetism	3	4	<a href="#">PHYS 2426</a>
Psychology	3	3	<a href="#">PSYC 2301</a>
Spanish Language and Culture	3 4 5	8 11 14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>
Spanish Literature and Culture	3	14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>
Statistics	3	4	<a href="#">MATH 1442</a>
World History	3	6	<a href="#">HIST 2321</a> & <a href="#">HIST 2322</a>

<sup>2</sup> Students taking the AP test will earn equivalent college credit from any of the colleges in the Alamo Colleges District when attaining the scores indicated and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations). AP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at any of the colleges in the Alamo Colleges District and students may not earn more than 32 total hours from any testing equivalency source.

<sup>3</sup> Some colleges offer MUSI 1211 which is a 2 credit hour course; others offer [MUSI 1311](#) which is a 3 credit hour course.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. It is the student’s responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

Work Experience and Prior Learning Credit

A prior learning assessment option, available in late Fall 2012, is to enroll in a course that helps the student prepare a portfolio that aligns experience and skills with the learning outcomes of specific courses. The fee for the course includes instruction and feedback on developing the portfolio and assessment directly through [LearningCounts.org](#), an online resource. The requirement to earn six (6) college semester credit hours at one of the colleges in the Alamo Colleges District before the credits earned through this option is waived.

The assessment of work experience/prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for experience and/or training received at a technical institution or in a work environment. The Application for Work Experience Credit may be obtained from the department in which the student is majoring or the corresponding dean.

Sources of prior learning may include:

- Prior employment

- Extensive technical training in high school
- Trade or proprietary school equivalence
- Certification/licensure/credentials equivalents
- National ACE guides
- Military service
- Special agreements

After admission to one of the colleges in the Alamo Colleges District, students should consult with the appropriate academic department to determine whether work experience/prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned through the assessment of work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods are posted on the transcript as equivalency credit (non-graded). The colleges in the Alamo Colleges District will retain a copy of the documentation with the student's permanent file.

### Continuing Education Units Conversion to Career and Technical Courses

To provide an entry for students wishing to transition from the continuing education portion of their education to the academic credit continuation of their education, students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses. Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the college's Dean of Career and Technical Education and approval by the academic vice president.

Up to the 32-hour maximum may be awarded once the student has earned six (6) college semester credit hours at the respective college. Under special circumstances the six (6) hours may be waived, such as where students are taking a complete course of study in a given contract period with Continuing Education. Conversions of CEUs to academic credit must be requested within three (3) years of completing the continuing education course. Grades will be posted as CR and not included in GPA.

### International Baccalaureate Diploma Program

The colleges in the Alamo Colleges District will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. For examined subjects, a grade of CR will be posted and not included in GPA. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program. A minimum of six (6) hours of college-level credits must be earned at any of the colleges in the Alamo Colleges District before the International Baccalaureate credits are awarded.

**International Baccalaureate Diploma**  
**Credit Matrix for the Colleges of the Alamo Colleges District**  
IBD students must provide an official transcript with exam title and score.

College Course(s) at the Colleges of the Alamo Colleges District	Credits	IBD Exam Title	IBD Score
ENGL 1301 & ENGL 1302	6	Language 1	4 or higher
CHIN 1411 & CHIN 1412	8	Language 2	4 or higher
FREN 1411 & FREN 1412	8	Language 2	4 or higher
FREN 2311 & FREN 2312	6	Language 2	4 or higher
SPAN 1411 & SPAN 1412	8	Language 2	4 or higher
SPAN 2311 & SPAN 2312	6	Language 2	4 or higher
COSC 1301	3	Math and Computer Science	4 or higher
MATH 1314	3	Math and Computer Science	4 or higher
BIOL 1406	4	Experimental Sciences	4 or higher
CHEM 1311 & CHEM 1111 or CHEM 1411	4	Experimental Sciences	4 or higher
GEOL 1403	4	Experimental Sciences	4 or higher
PHYS 1301 & PHYS 1101 or PHYS 1401	4	Experimental Sciences	4 or higher
ARTS 1301	3	Arts	4 or higher

DANC 1305	3	Arts	4 or higher
DRAM 1310	3	Arts	4 or higher
HUMA 1315	3	Arts	4 or higher
MUSI 1306	3	Arts	4 or higher
ANTH 2346	3	Individuals and Society	4 or higher
ECON 2301 or ECON 2302	3	Individuals and Society	4 or higher
GOEG 1303	3	Individuals and Society	4 or higher
HIST 2311	3	Individuals and Society	4 or higher
HUMA 1301	3	Individuals and Society	4 or higher
PHIL 1301	3	Individuals and Society	4 or higher
PSYC 2301	3	Individuals and Society	4 or higher
SOCI 1301	3	Individuals and Society	4 or higher
Maximum possible credits	27		

IBD Exam Options  
Higher Level (HL) 240 teaching hours – minimum of three (3) subjects and not more than four (4)  
Standard Level (SL) 150 teaching hours – minimum of two (2) and not more than three (3)  
**NOTE:** Each student may receive credit for only one class or the identified pair of classes for each category for a possible total of 27 credits.



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