Cisco College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Cisco College.

Note: The Commission is to be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard.

As prescribed by state law, policy-making functions and supervisory oversight of the College are vested in a Board of Regents. Nine board members delegate professional responsibility for daily operations to the College President and a staff of administrators.

Programs Accredited by:
American Society of Health Systems Pharmacists
  • PTAC Pharmacy Technician Accreditation Commission I
Commission on Accreditation of Allied Health Education Programs
  • ARC/STSA
  • MAERB
Commission on Accreditation for Respiratory Care

Programs Approved by:
Texas Board of Nursing
Texas Department of Licensing and Regulation
Texas Higher Education Coordinating Board

Member of:
American Association of Community Colleges
National Junior College Athletic Association
North Texas Junior College Athletic Association
Southern Association of Collegiate Registrars and Admissions Officers
Southwest Junior College Football Conference
Texas Association of Collegiate Registrars and Admissions Officers
Texas Association of Community College Business Officers
Texas Association of Community Colleges
Texas Association of Community Colleges for HR Professionals
Texas Association of Deans and Directors of Professional Nursing Schools
Texas Association of School Boards
Texas Association of Schools of Art
Texas Community College Teachers Association
Texas Organization of Associate Degree Nurses
Board of Regents

As prescribed by state law, policy-making functions and supervisory oversight of the College are vested in a Board of Regents. Nine board members delegate professional responsibility for daily operations to the College President and a staff of administrators.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Kimbrough</td>
<td>President</td>
</tr>
<tr>
<td>Ronnie Ledbetter</td>
<td>Vice President</td>
</tr>
<tr>
<td>Sharon Wilcoxen</td>
<td>Member</td>
</tr>
<tr>
<td>Greg Cary</td>
<td>Member</td>
</tr>
<tr>
<td>Joe Jarvis</td>
<td>Member</td>
</tr>
<tr>
<td>Jerry Conring</td>
<td>Member</td>
</tr>
<tr>
<td>Staci Wilks</td>
<td>Member</td>
</tr>
<tr>
<td>Matt Johnson</td>
<td>Member</td>
</tr>
<tr>
<td>Ricky J. Whatley</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

Notice of Nondiscrimination

The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

Lori Grubbs, Ed.D.
Title IX Coordinator
101 College Heights
Student Life Building – Cisco Campus
Cisco, Texas 76437
254-442-5022

Leigh Dycus
Disability Services Coordinator
101 College Heights
Vo-Tech I Rm 31 – Cisco Campus
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254-442-5023

Christina Mendenhall
Disability Services Coordinator
717 E. Industrial Blvd
Office 5– Abilene Educational Center
Abilene, Texas 79602
325-794-4406
Notice to Students

The administration, faculty and staff of Cisco College believe that educational and other programs of the institution, including those described in this publication, are effective and valuable, and that they provide skills in keeping with the subject matter of the programs. The ultimate results of programs offered, however, depend on the personality and energy of the student, on governmental or institutional regulations, and on market conditions. Therefore, except as specifically stated herein, Cisco College makes no representation of contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to a baccalaureate degree program, or licensing for a particular profession or occupation.

It is sometimes necessary or appropriate to change the programs offered. Cisco College retains the right to terminate or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments and any and all other aspects of its educational and other programs at any time without prior notice.
Abbreviations

The catalog uses the following degree and program abbreviations:

<table>
<thead>
<tr>
<th>Degree/Program Abbreviation</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A.</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>A.A.T.</td>
<td>Associate of Arts Teaching</td>
</tr>
<tr>
<td>A.A.S.</td>
<td>Associate of Applied Science</td>
</tr>
<tr>
<td>A.S.</td>
<td>Associate of Science</td>
</tr>
<tr>
<td>F.O.S.</td>
<td>Field of Study</td>
</tr>
<tr>
<td>Level I</td>
<td>Level I Certificate</td>
</tr>
<tr>
<td>Level II</td>
<td>Level II Certificate</td>
</tr>
<tr>
<td>M.S.A.</td>
<td>Marketable Skills Award</td>
</tr>
<tr>
<td>Accounting (ACCT, ACNT)</td>
<td>Government (GOVT)</td>
</tr>
<tr>
<td>Agriculture (AGRI)</td>
<td>History (HIST)</td>
</tr>
<tr>
<td>Anthropology (ANTH)</td>
<td>Humanities (HUMA)</td>
</tr>
<tr>
<td>Art (ARTS)</td>
<td>HVAC (HART)</td>
</tr>
<tr>
<td>Athletic Training (KINE)</td>
<td>Industrial Technology (BMGT, CNBT, CETT, DFTG, ELPT, ENTC, HART, HYDR, IER, PFPB, SEST, SMER, WDK, WLDG)</td>
</tr>
<tr>
<td>Automotive Technology (AUMT, ABDR)</td>
<td>Kinesiology (KINE)</td>
</tr>
<tr>
<td>Biology (BIOL)</td>
<td>Mathematics (MATH)</td>
</tr>
<tr>
<td>Business (BUSI)</td>
<td>Management (ACNT, BMGT, BUSG, ITSC, ITSW, MRKG, HRPO)</td>
</tr>
<tr>
<td>Business Administration Management (BUSI)</td>
<td>Medical Assisting Technology (FMLD, HITT, MDA, MRMT)</td>
</tr>
<tr>
<td>Business Computer Information Systems (BCIS, COSC)</td>
<td>Music (MUEN, MUAP, MUSI)</td>
</tr>
<tr>
<td>Business Systems Technology (ACNT, ITSW, POFI, POFT)</td>
<td>Nursing (RNSG, VNSG, HPRS)</td>
</tr>
<tr>
<td>Certified Nurse Aide (CNA, NURA)</td>
<td>Pharmacy Technician (PHRA)</td>
</tr>
<tr>
<td>Chemistry (CHEM)</td>
<td>Phlebotomy (PLAB)</td>
</tr>
<tr>
<td>Child Care Technology (CDEC, TECA)</td>
<td>Philosophy (PHIL)</td>
</tr>
<tr>
<td>Communication (COMM)</td>
<td>Physics (PHYS)</td>
</tr>
<tr>
<td>Computer Science (COSC)</td>
<td>Psychology (PSYC)</td>
</tr>
<tr>
<td>Cosmetology (CSME)</td>
<td>Reading (READ)</td>
</tr>
<tr>
<td>Criminal Justice (CJCR, CJLE, CJSA, CRJ, HMSY)</td>
<td>Real Estate (RELE)</td>
</tr>
<tr>
<td>Developmental Education (DERW, DMAT) (DMAT) (DESS) (DESL) (DENG)</td>
<td>Respiratory Care Technology (RSPT)</td>
</tr>
<tr>
<td>Economics (ECON)</td>
<td>Sociology (SOCI)</td>
</tr>
<tr>
<td>Education (EDUC)</td>
<td>Spanish (SPAN)</td>
</tr>
<tr>
<td>Engineering (ENGR)</td>
<td>Speech (SPCH)</td>
</tr>
<tr>
<td>English (ENGL)</td>
<td>Surgical Technology (HPRS, SRGT)</td>
</tr>
<tr>
<td>Fire Fighter (FIRS) (EMSP)</td>
<td>Theatre (DRAM)</td>
</tr>
<tr>
<td>Fire Technology (FIRT)</td>
<td>Wrangler Band (MUAP, MUEN)</td>
</tr>
<tr>
<td>French (FREN)</td>
<td>Wrangler Belles (KINE)</td>
</tr>
<tr>
<td>Geology (GEOLO)</td>
<td>Welding (WLDG)</td>
</tr>
<tr>
<td>German (GERM)</td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents

Board of Regents .................................................................................................................. 3
Notice of Nondiscrimination .................................................................................................. 3
Notice to Students .................................................................................................................. 4
Table of Contents .................................................................................................................. 6
  Mission ................................................................................................................................. 18
  Core Values ......................................................................................................................... 18
  Ethics and Philosophy ......................................................................................................... 18
  Guiding Principles .............................................................................................................. 18
  History ................................................................................................................................. 19
  Location ............................................................................................................................... 19
  Admission and Withdrawal ................................................................................................. 20
  Admission Process & Requirements .................................................................................... 20
    International Students ..................................................................................................... 21
      Concurrent International Students ............................................................................... 22
    Specialized Admission ..................................................................................................... 23
    Transfer Admission from another College ..................................................................... 23
  Minimum Documentation Requirements .............................................................................. 24
  Alternative Credit Awards ................................................................................................. 24
  Transfer of Credit to Cisco College .................................................................................... 24
    Resolution of Transfer Disputes for Lower Division Courses ........................................ 24
    Reverse Transfer ............................................................................................................. 25
  Credit by Examination ..................................................................................................... 25
    College Level Examination Program (CLEP) ................................................................. 25
    College Board Advanced Placement (AP) .................................................................... 26
  Credit for Military Services ............................................................................................... 26
  Credit for Professional Certification ................................................................................... 26
  International Baccalaureate Diploma Program .................................................................. 26
  Texas Success Initiative ..................................................................................................... 27
  TSI Exemptions .................................................................................................................. 27
    Temporary Texas Success Initiative Waivers ................................................................. 28
  Transfer Student Exemption ............................................................................................... 28
  Withdrawal ......................................................................................................................... 28
Administrative Withdrawal ........................................................................................................ 28
Official Withdrawal ................................................................................................................ 29
Student Withdrawals ............................................................................................................... 29
Financial Aid .......................................................................................................................... 30
Free Application for Federal Student Aid (FAFSA) ............................................................... 30
Grants/Waivers ....................................................................................................................... 30
  Activity Grants for Athletic and Performing Arts .............................................................. 30
  Federal Pell Grants .............................................................................................................. 30
    Federal Pell Grant – Duration of Eligibility .................................................................. 30
  High School Valedictorian/Salutatorian Waivers ............................................................ 31
Supplemental Educational Opportunity Grants (SEOG) ..................................................... 31
  Texas Education Opportunity Grant (TEOG) ................................................................. 31
  Texas Public Education Grants (TPEG) ........................................................................... 31
Loans .................................................................................................................................... 31
  William D. Ford Federal Direct Loan Program .............................................................. 31
Rehabilitation Assistance ..................................................................................................... 32
Scholarships ............................................................................................................................ 32
  Cisco High School Class of 1947 Memorial Scholarships ............................................. 32
  Mr. and Mrs. Clifton Woody Endowed Memorial Scholarship ......................................... 32
  M.S. and Meek Lane Doss Scholarship ............................................................................ 32
  Room Waiver Scholarship .............................................................................................. 33
Student Employment ............................................................................................................. 33
  College Work Study Program (CWSP) ........................................................................... 33
Veterans Financial Assistance ............................................................................................... 33
  Covered Individuals .......................................................................................................... 33
    Certification to Receive Veterans Benefits .................................................................. 33
Satisfactory Academic Progress (SAP) ................................................................................ 34
SAP Evaluation Period .......................................................................................................... 34
SAP Requirements ................................................................................................................ 35
SAP Status Levels ................................................................................................................ 37
  Good Standing (eligible) ................................................................................................. 37
  Financial Aid Warning (eligible) ..................................................................................... 37
  Financial Aid Suspension (loss of financial aid eligibility) .............................................. 37
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Regain Eligibility</td>
<td>37</td>
</tr>
<tr>
<td>Financial Aid Probation (eligible)</td>
<td>38</td>
</tr>
<tr>
<td>Appeal Process</td>
<td>38</td>
</tr>
<tr>
<td>Completion of Degree Requirements</td>
<td>39</td>
</tr>
<tr>
<td>How to Meet SAP and Maintain Financial Aid Eligibility</td>
<td>39</td>
</tr>
<tr>
<td>Title IV Return Policy</td>
<td>39</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>40</td>
</tr>
<tr>
<td>Prorated Tuition and Fee Policy</td>
<td>40</td>
</tr>
<tr>
<td>Continuing Education Refund Policy</td>
<td>41</td>
</tr>
<tr>
<td>Texas Tuition Rebate Program</td>
<td>41</td>
</tr>
<tr>
<td>Records and Information Privacy</td>
<td>41</td>
</tr>
<tr>
<td>Students’ Access to Their Educational Records</td>
<td>41</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>42</td>
</tr>
<tr>
<td>Transcripts</td>
<td>43</td>
</tr>
<tr>
<td>Registration and Advisement</td>
<td>44</td>
</tr>
<tr>
<td>Advisement</td>
<td>44</td>
</tr>
<tr>
<td>Orientation</td>
<td>44</td>
</tr>
<tr>
<td>Developmental Education</td>
<td>44</td>
</tr>
<tr>
<td>Schedule Change</td>
<td>45</td>
</tr>
<tr>
<td>Dropping Courses</td>
<td>45</td>
</tr>
<tr>
<td>Drop Limits</td>
<td>45</td>
</tr>
<tr>
<td>Testing and Placement</td>
<td>45</td>
</tr>
<tr>
<td>Student Life</td>
<td>46</td>
</tr>
<tr>
<td>Student Activities</td>
<td>46</td>
</tr>
<tr>
<td>Athletics</td>
<td>46</td>
</tr>
<tr>
<td>Meat Judging</td>
<td>47</td>
</tr>
<tr>
<td>Ranch Day</td>
<td>47</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>47</td>
</tr>
<tr>
<td>Wrangler Band</td>
<td>47</td>
</tr>
<tr>
<td>Wrangler Belles</td>
<td>47</td>
</tr>
<tr>
<td>Wrangler Cheerleaders</td>
<td>47</td>
</tr>
<tr>
<td>Wrangler Day</td>
<td>48</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>48</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Blue Jackets</td>
<td>48</td>
</tr>
<tr>
<td>Food for Thought Food Pantry</td>
<td>48</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>48</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>48</td>
</tr>
<tr>
<td>Wrangler Express</td>
<td>48</td>
</tr>
<tr>
<td>Clubs</td>
<td>49</td>
</tr>
<tr>
<td>Agriculture Club</td>
<td>49</td>
</tr>
<tr>
<td>Global Leadership</td>
<td>49</td>
</tr>
<tr>
<td>Science Club</td>
<td>49</td>
</tr>
<tr>
<td>Residence</td>
<td>49</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>49</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>49</td>
</tr>
<tr>
<td>Room Application</td>
<td>49</td>
</tr>
<tr>
<td>Room and Board</td>
<td>50</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>50</td>
</tr>
<tr>
<td>Title IX and Non-Discrimination</td>
<td>50</td>
</tr>
<tr>
<td>Student Regulations</td>
<td>50</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>50</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>51</td>
</tr>
<tr>
<td>Classification</td>
<td>52</td>
</tr>
<tr>
<td>Conduct</td>
<td>52</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>52</td>
</tr>
<tr>
<td>Final Exam Exemptions for Graduating Sophomores</td>
<td>52</td>
</tr>
<tr>
<td>Grades</td>
<td>53</td>
</tr>
<tr>
<td>Semester Grade Reports</td>
<td>53</td>
</tr>
<tr>
<td>Scholastic Standards Policy</td>
<td>53</td>
</tr>
<tr>
<td>Minimum GPA Requirements</td>
<td>53</td>
</tr>
<tr>
<td>Scholastic Probation</td>
<td>53</td>
</tr>
<tr>
<td>Scholastic Suspension</td>
<td>54</td>
</tr>
<tr>
<td>Scholastic Dismissal</td>
<td>54</td>
</tr>
<tr>
<td>Student Load Limits</td>
<td>54</td>
</tr>
<tr>
<td>Textbooks</td>
<td>54</td>
</tr>
<tr>
<td>Student Services &amp; Support</td>
<td>55</td>
</tr>
</tbody>
</table>
Academic “Fresh Start” Policy .............................................................................................. 55
Academic Recovery ............................................................................................................. 55
Counseling Services ......................................................................................................... 55
Career Services .................................................................................................................. 55
Dean’s List ........................................................................................................................ 56
Dual Credit ......................................................................................................................... 56
Library Services ............................................................................................................... 56
President’s List .................................................................................................................. 57
Disability Services ............................................................................................................ 57
Student Success Programs ............................................................................................... 57
  Early Alert/Academic Intervention .................................................................................. 57
  Seminars & Workshops ................................................................................................. 57
  Tutoring .......................................................................................................................... 57
  Veterans Services Office ............................................................................................... 57
Math Center ....................................................................................................................... 58
Writing Center .................................................................................................................. 58
Educational Programs ....................................................................................................... 59
Degree and Certificate Requirements .............................................................................. 59
Diplomas and Certificates ................................................................................................. 59
Guarantee of Job Competency .......................................................................................... 59
Distance Education ........................................................................................................... 60
Field of Study Curricula & Courses .................................................................................. 60
Workforce Education/Continuing Education ................................................................. 61
Academic Programs ......................................................................................................... 62
  Core Curriculum .......................................................................................................... 62
    Core Curriculum Certificate of Completion ............................................................... 62
  Associate of Arts, General Studies ............................................................................... 63
    A.A., General Studies Curriculum ............................................................................. 64
    A.A., General Studies with an emphasis in Accounting .............................................. 64
    A.A., General Studies with an emphasis in Agriculture ............................................. 65
    A.A., General Studies with an emphasis in Art ......................................................... 65
    A.A., General Studies with an emphasis in Biology .................................................. 66
    Biology Field of Study Curriculum ......................................................................... 66
A.A., General Studies with an emphasis in Business.................................................................67
  Business Field of Study Curriculum......................................................................................67
A.A., General Studies with an emphasis in Chemistry..............................................................68
A.A., General Studies with an emphasis in Computer Science...............................................68
  Computer Science Field of Study Courses .........................................................................69
A.A., General Studies with an emphasis in English.................................................................69
  English Language & Literature Field of Study Curriculum.....................................................69
A.A., General Studies with an emphasis in Foreign Language..................................................70
A.A., General Studies with an emphasis in History or Political Science.................................71
  Political Science Field of Study Courses .............................................................................71
  History Field of Study Curriculum ......................................................................................71
A.A., General Studies with an emphasis in Journalism / Mass Communication.........................72
  Communication Field of Study Curriculum .........................................................................72
A.A., General Studies with an emphasis in Kinesiology............................................................73
A.A., General Studies with an emphasis in Mathematics..........................................................74
  Mathematics Field of Study Courses ...................................................................................74
A.A., General Studies with an emphasis in Physics....................................................................74
A.A., General Studies with an emphasis in Psychology.............................................................75
  Psychology Field of Study Courses .....................................................................................75
A.A., General Studies with an emphasis in Sociology...............................................................76
  Sociology Field of Study Courses .......................................................................................76
A.A., General Studies with an emphasis in Speech Communication.........................................77
  Communication Field of Study Courses ..............................................................................77
Associate of Science, General Studies....................................................................................78
A.S., General Studies Curriculum.............................................................................................79
A.S., General Studies with an emphasis in Agriculture.............................................................79
A.S., General Studies with an emphasis in Biology...................................................................80
  Biology Field of Study Curriculum ......................................................................................80
A.S., General Studies with an emphasis in Chemistry...............................................................81
A.S., General Studies with an emphasis in Computer Science..................................................81
  Computer Science Field of Study Courses .........................................................................82
A.S., General Studies with an emphasis in Engineering............................................................82
  Engineering Fields of Study Courses ...................................................................................82
A.S., General Studies with an emphasis in Kinesiology ................................................. 83
A.S., General Studies with an emphasis in Mathematics ................................................ 84
Mathematics Field of Study Courses ............................................................................. 84
A.S., General Studies with an emphasis in Physics ......................................................... 85
A.S., General Studies with an emphasis in Psychology ................................................... 85
Psychology Field of Study Courses .............................................................................. 86
Associate of Arts in Teaching Degree ........................................................................... 86
A.A.T., Elementary Education ...................................................................................... 87
Career and Technical Programs ...................................................................................... 87
Associate of Applied Science Degree ............................................................................ 88
Automotive Technology (Abilene Only) ........................................................................ 88
Automotive Technology Associate of Applied Science .................................................. 89
Automotive Technology Level II Certificate .................................................................. 89
Automotive Drivability Level I Certificate ..................................................................... 89
Automotive Performance Level I Certificate .................................................................. 90
Automotive Marketable Skills Award, Basic Undercar Technician ................................ 90
Business ............................................................................................................................. 90
Business Systems Technology Associate of Applied Science ...................................... 91
Business Systems Technology Level II Certificate ......................................................... 91
Business Systems Technology Level I Certificate .......................................................... 92
Accounting Marketable Skills Award ............................................................................ 92
Record Management Marketable Skills Award ............................................................... 92
Business Communication Marketable Skills Award ....................................................... 92
Child Development & Early Childhood (Abilene Only) .................................................... 92
Child Development Associate of Applied Science ......................................................... 93
Child Development Level II Certificate .......................................................................... 93
Child Development Level I Certificate ........................................................................... 94
Cosmetology (Cisco Only) ............................................................................................ 95
Cosmetology Associate of Applied Science ................................................................... 95
Cosmetology Operator Level I Certificate ..................................................................... 96
Cosmetology Instructor Level I Certificate .................................................................... 96
Criminal Justice (Abilene Only) .................................................................................... 96
Criminal Justice Field of Study Curriculum .................................................................. 96
Criminal Justice Associate of Applied Science ................................................................. 97
Criminal Justice Level II Certificate ................................................................................... 97
Criminal Justice Level I Certificate .................................................................................... 98
Fire Academy (Abilene Only) ............................................................................................ 98
Basic Firefighter Level I Certificate .................................................................................... 98
Fire Technology (Abilene Only) .......................................................................................... 99
Fire Technology Associate of Applied Science ................................................................. 99
Fire Technology Level II Certificate .................................................................................. 100
Fire Technology Level I Certificate .................................................................................. 100
HVACR Technology (Abilene Only) .................................................................................. 100
HVACR Level II Certificate .............................................................................................. 100
HVACR Level I Certificate ............................................................................................... 101
HVACR Technician ............................................................................................................ 101
Industrial Technology (Abilene Only) ................................................................................ 101
Industrial Technology Associate of Applied Science ..................................................... 102
Industrial Technology Level II Certificate ....................................................................... 102
Industrial Technology Level I Certificate ....................................................................... 103
Management (Abilene Only) ............................................................................................. 103
Management Associate of Applied Science ..................................................................... 103
Management Level II Certificate .................................................................................... 104
Management Level I Certificate ..................................................................................... 104
Real Estate (Abilene Only) ................................................................................................. 104
Sales Person Level I Certificate ........................................................................................ 104
Welding ............................................................................................................................. 105
Abilene Campus ................................................................................................................ 105
Welding Technology Level II Certificate ......................................................................... 105
Advanced Welding Technology Level I Certificate ......................................................... 106
Welding Technology Level I Certificate ......................................................................... 106
Basic Welder Certificate ................................................................................................. 106
Cisco Campus .................................................................................................................... 106
Welding Technology Level II Certificate ......................................................................... 106
Advanced Welding Technology Level I Certificate ......................................................... 107
Welding Technology Level I Certificate ......................................................................... 107
<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Science Programs (Abilene Only)</td>
<td>108</td>
</tr>
<tr>
<td>Medical Assisting (Abilene Only)</td>
<td>108</td>
</tr>
<tr>
<td>Medical Assisting Associate in Applied Science</td>
<td>108</td>
</tr>
<tr>
<td>Clinical and Administrative Medical Assisting Level II Certificate</td>
<td>109</td>
</tr>
<tr>
<td>Nursing (Abilene Only)</td>
<td>110</td>
</tr>
<tr>
<td>LVN/RN Transition Program – Nursing Associate of Applied Science</td>
<td>110</td>
</tr>
<tr>
<td>Nursing Associate of Applied Science</td>
<td>111</td>
</tr>
<tr>
<td>Vocational Nursing–One Year Certificate Program (Abilene Only)</td>
<td>112</td>
</tr>
<tr>
<td>Vocational Nursing Level I Certificate</td>
<td>113</td>
</tr>
<tr>
<td>Certified Nurse Aide Course (Abilene Only)</td>
<td>113</td>
</tr>
<tr>
<td>Pharmacy Technician (Abilene Only)</td>
<td>114</td>
</tr>
<tr>
<td>Pharmacy Technician Level II Certificate (Abilene Only)</td>
<td>114</td>
</tr>
<tr>
<td>Pharmacy Technician Level I Certificate (Online)</td>
<td>115</td>
</tr>
<tr>
<td>Respiratory Care/Therapy (Abilene Only)</td>
<td>115</td>
</tr>
<tr>
<td>Respiratory Therapy Associate of Applied Science</td>
<td>116</td>
</tr>
<tr>
<td>Surgical Technology (Abilene Only)</td>
<td>117</td>
</tr>
<tr>
<td>Surgical Technology Associate of Applied Science</td>
<td>118</td>
</tr>
<tr>
<td>Surgical Technology Level I Certificate</td>
<td>118</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>120</td>
</tr>
<tr>
<td>Texas Common Course Numbering System (TCCNS)</td>
<td>120</td>
</tr>
<tr>
<td>Accounting</td>
<td>121</td>
</tr>
<tr>
<td>Agriculture</td>
<td>122</td>
</tr>
<tr>
<td>Anthropology</td>
<td>124</td>
</tr>
<tr>
<td>Arts</td>
<td>124</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>126</td>
</tr>
<tr>
<td>Biology</td>
<td>128</td>
</tr>
<tr>
<td>Business Computer Information Systems</td>
<td>130</td>
</tr>
<tr>
<td>Business &amp; Management</td>
<td>130</td>
</tr>
<tr>
<td>Chemistry</td>
<td>135</td>
</tr>
<tr>
<td>Child Development and Early Childhood</td>
<td>137</td>
</tr>
<tr>
<td>Communication</td>
<td>140</td>
</tr>
<tr>
<td>Computer Science</td>
<td>141</td>
</tr>
<tr>
<td>Program</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>142</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>145</td>
</tr>
<tr>
<td>Dance</td>
<td>149</td>
</tr>
<tr>
<td>Developmental Education</td>
<td>149</td>
</tr>
<tr>
<td>Developmental English</td>
<td>149</td>
</tr>
<tr>
<td>Developmental Mathematics</td>
<td>149</td>
</tr>
<tr>
<td>Drama</td>
<td>150</td>
</tr>
<tr>
<td>Economics</td>
<td>152</td>
</tr>
<tr>
<td>Education</td>
<td>153</td>
</tr>
<tr>
<td>Engineering</td>
<td>154</td>
</tr>
<tr>
<td>English</td>
<td>155</td>
</tr>
<tr>
<td>Fire Science</td>
<td>157</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>159</td>
</tr>
<tr>
<td>French</td>
<td>161</td>
</tr>
<tr>
<td>Geology</td>
<td>162</td>
</tr>
<tr>
<td>German</td>
<td>162</td>
</tr>
<tr>
<td>Government</td>
<td>163</td>
</tr>
<tr>
<td>History</td>
<td>163</td>
</tr>
<tr>
<td>Humanities</td>
<td>164</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>164</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>167</td>
</tr>
<tr>
<td>Mathematics</td>
<td>169</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>171</td>
</tr>
<tr>
<td>Music</td>
<td>173</td>
</tr>
<tr>
<td>Nursing</td>
<td>176</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>182</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>184</td>
</tr>
<tr>
<td>Philosophy</td>
<td>184</td>
</tr>
<tr>
<td>Physics</td>
<td>185</td>
</tr>
<tr>
<td>Psychology</td>
<td>186</td>
</tr>
<tr>
<td>Real Estate</td>
<td>187</td>
</tr>
<tr>
<td>Respiratory Care/Therapy</td>
<td>189</td>
</tr>
<tr>
<td>Sociology</td>
<td>192</td>
</tr>
</tbody>
</table>
Spanish................................................................................................................................................. 193
Speech...................................................................................................................................................... 194
Surgical Technology ................................................................................................................................. 194
Vocational Nursing .................................................................................................................................. 196
Welding...................................................................................................................................................... 196
Academic Year 2021-2022 Calendar

The academic year calendar is approved by the Cisco College Board of Regents and publically available at www.cisco.edu.

Cisco College offers the following semesters:

- Long semesters – the traditional academic term that ranges from 16-18 calendar weeks, depending on holidays. Long semesters are Fall, Spring, and Long Summer.
- 8-week semester – a short term approximately half the length of a long semester. 8 week semesters run concurrently with Fall and Spring semesters and are referred to as 1st 8 weeks and 2nd 8 weeks.
- 5-week semester – a short term that makes it possible to complete a full-time student load (12 semester credit hours) within the summer break. 5 week semesters run concurrently with Long Summer and are referred to as Summer I and Summer II.
- Minimester – an accelerated term that makes it possible to complete a course on a compressed schedule. Minimester courses meet up to 4 hours per day for up to 6 days per week for 3 weeks. Online minimesters are also offered. Minimesters are scheduled in May, August, and December. Students must be able to spend a significant portion of time daily on a minimester course.

Term Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start Date</th>
<th>End Date</th>
<th>Census Date</th>
<th>Last Date to Drop with a “W”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2022</td>
<td>January 10, 2022</td>
<td>May 6, 2022</td>
<td>January 26, 2022</td>
<td>April 1, 2022</td>
</tr>
<tr>
<td>Spring 2022 1st 8 weeks</td>
<td>January 10, 2022</td>
<td>March 4, 2022</td>
<td>January 18, 2022</td>
<td>February 11, 2022</td>
</tr>
<tr>
<td>Spring 2022 2nd 8 weeks</td>
<td>March 7, 2022</td>
<td>May 6, 2022</td>
<td>March 21, 2022</td>
<td>April 14, 2022</td>
</tr>
<tr>
<td>May minimester</td>
<td>May 9, 2022</td>
<td>May 27, 2022</td>
<td>May 10, 2022</td>
<td>May 20, 2022</td>
</tr>
<tr>
<td>2022 Long Summer</td>
<td>May 31, 2022</td>
<td>August 5, 2022</td>
<td>June 8, 2022</td>
<td>July 22, 2022</td>
</tr>
<tr>
<td>2022 Summer I</td>
<td>May 31, 2022</td>
<td>July 1, 2022</td>
<td>June 3, 2022</td>
<td>June 17, 2022</td>
</tr>
<tr>
<td>2022 Summer II</td>
<td>July 5, 2022</td>
<td>August 5, 2022</td>
<td>July 8, 2022</td>
<td>July 22, 2022</td>
</tr>
</tbody>
</table>

*A complete list of dates can be found on our website.

Academic terms for continuing education and Health Science programs that utilize cohort scheduling may vary by program. Students should consult their program handbook and course syllabi for term and course dates.

Please check the academic calendar and website each semester for these important dates:

- Registration Dates
- Financial Aid & Payment Deadlines
- Final Exams
- College Holidays
- Graduation Application Deadlines
- Commencement Dates
Mission
The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

The Mission statement of Cisco College is consistent with the Texas Education Code 130.0011, which states that the Mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies.

Core Values
Cisco College facilitates Student Success by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support.

Cisco College insists on Excellence in our programs, instruction, services, management and learning environment.

Ethics and Philosophy
At Cisco College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The college is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the college community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the college to the greater community.

College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and learn.

Cisco College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The college strives to meet these responsibilities with fairness, accountability and integrity.

Guiding Principles
The principles that guide our expectations of learning and working together at Cisco College reflect our values as a community of learners and educators. The college’s commitment to ethical standards is demonstrated through these principles.

- **Learning**: We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco College.
- **Respect**: We respect and value each and every student and employee as a unique individual making an important contribution to the College.
• **Integrity:** We work and interact with honesty, integrity, and mutual trust—looking beyond self-interests and without hidden agendas.

• **Communication:** We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.

• **Cooperation:** We work together to achieve common goals, offering support and building consensus.

• **Joy:** We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.

• **Innovation:** Always striving to improve, we encourage innovation and risk taking without the fear consequences for unsuccessful endeavors.

**History**

The history of Cisco College began in 1909 with the opening of a private school known as Britton Training School. This school operated successfully until military involvement in World War I so depleted the number of students that it was forced to close. In 1923, the Christian Church of Texas reopened the institution as Randolph College and operated it until 1932 as a four-year church-related school. Financial shortages required the college again to be closed. On May 8, 1939, Cisco citizens succeeded in getting legislation enacted which created Cisco Junior College as a part of the Cisco Independent School District. Such was the success of this venture that, in 1956, the college was separated from the public schools, and a Board of Regents was elected.

Today, Cisco College is an open enrollment, public, two-year institution whose mission is to provide quality learning experiences for its diverse student population. Academic transfer courses, career and technical education courses and continuing education courses are offered to support the needs of the traditional and non-traditional students.

Cisco College serves a primarily rural segment of West Central Texas. The main campus in Cisco functions as a traditional college campus with dormitories, athletics, band, and other student activities. The Abilene Educational Center is a commuter only-location, offering a wide range of both day and evening classes to both traditional and non-traditional students.

**Location**

Cisco is conveniently located in Eastland County between Fort Worth and Abilene, where Highways 183, 206 and 6 intersect Interstate 20. The 92-acre campus in Cisco rests atop a hill one mile north of the town and presents a beautiful view of the surrounding country.

Forty miles west of Cisco is home to Cisco College's second location. The Abilene Educational Center, opened in 2004, offers a full schedule of classes. The 38-acre site at 717 E. Industrial Boulevard in Abilene has served to enhance the outreach and impact of Cisco College in West Central Texas. The state-of-the-art 81,000 sq. ft. facility can accommodate up to 3,600 students. Over 120,000 friendly people who take great pride in their hometown and the Western heritage of the area live in Abilene. It is known as the commercial, educational, medical and cultural center of a 22-county trade area and is home to Dyess Air Force Base.
Admission and Withdrawal
Applications for admission should be directed to the Admissions Office. The student is responsible for meeting all admission requirements; failure to do so within a reasonable period of time after registration may cause the student to be placed on non-credit status for work in which the student is enrolled.

Admission Process & Requirements
Completion of the following is necessary to gain admission to Cisco College.

1. Application for Admission: Application for admission is available online at www.cisco.edu.
2. Official Transcript:
   - High School – An official transcript from an accredited high school must be filed with the Admissions Office before full admission is granted.
   - Transfer – All official transcripts must be presented before students transferring from other colleges can be accepted. The transcripts must also show evidence of honorable dismissal. Do not send partial or incomplete transcripts unless requested to do so.
   - Examination in Lieu of Transcript - An applicant may be admitted without a high school diploma if the high school class to which the applicant belonged has graduated, the applicant is at least 17 years old and has passed the General Education Development (GED) Test.
   - Specialized Admission Options – See “specialized admission” for the required documentation.
3. Texas Success Initiative: Submit scores for the Texas Success Initiative (TSI) or submit proof of exemption. Students who have not taken the TSI test and who are not eligible for an exemption must contact the Cisco College Counseling Office for TSI testing information. Transfer students must also meet TSI requirements.
4. Health Examination: A student wishing to participate in collegiate athletics at Cisco College must have a physical examination at his or her own expense by his or her own medical doctor and submit the results on the Health Certificate to the appropriate Athletic Coach.
5. Bacterial Meningitis Vaccination: Cisco College, in compliance with Texas Education Code, Section 51.9192, Subchapter Z, as amended by the 82nd Texas Legislature, now requires the bacterial meningitis vaccination for all entering students enrolling in classes. Students must provide to the Cisco College Admissions Office a certificate signed by a health practitioner indicating they have been vaccinated against bacterial meningitis. Cisco College and the Texas Education Code make these provisions applicable to entering students only enrolling or transferring to Cisco College on or after January 1, 2012 (students age 22 and above are exempt from vaccination requirement). For information and questions concerning the required bacterial meningitis vaccination, please refer to the Cisco College website or contact the Cisco Admissions Office at 254-442-5130 or email admissions@ccisco.edu.
6. Residency Information: Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student’s eligibility for classification as a resident. See the Cisco College website, www.cisco.edu, to access the Oath of Residency form and answer these questions. Submit the completed form to the Admissions Office.
7. **Registration:** Registration at Cisco College occurs online utilizing Campus Connect. New students are encouraged to contact the Counseling Office to learn how to use Campus Connect.

8. **Payment of Tuition and Fees:** A student is not officially enrolled until the completion of the payment process. The payment process for fall, spring, or long summer sessions can be completed as follows:
   - A student may pay tuition and fees in full prior to the beginning of the semester; or
   - A student may contract with Nelnet formerly FACTS Management Co. for an installment payment plan. To learn more about this installment payment plan, review the brochure provided by Cisco College or access e-Cashier on the Cisco College website at www.cisco.edu, or
   - A student may use awarded financial aid if it is of sufficient amount to meet the minimum required payment, or
   - A student may use a contractual arrangement with a third-party. In this case, it is the student’s responsibility to make certain that the Cisco College Business Office has copies of all necessary paperwork.

**International Students**

Prospective students who are not legal citizens of the United States and are planning to enter the U.S. on an F-1 visa will need to submit the following required documentation no later than the stated deadlines, for consideration of acceptance to Cisco College. Please submit all documents, including the $100.00 (USD-US dollar) application fee, in one packet.

**IMPORTANT NOTE:** If a packet is incomplete, an email identifying the missing requirements will be sent. All of the admission requirements must be met prior to the I-20 being issued. All documents that are not in English must be accompanied with an official translation.

1. **$100.00 (USD-US dollar) non-refundable International Student Application Fee:** This fee must be received before a student ID is issued to a student. DUE TO THE COST AND EXPENSE OF MAILING TO FOREIGN COUNTRIES, AN I-20 WILL NOT BE ISSUED UNTIL THE $100 (USD) APPLICATION FEE IS RECEIVED FROM THE APPLICANT. This is a required fee and is charged to ALL international students and is not covered by scholarships. This fee will need to be submitted in the form of a cashier's check or money order made out to Cisco College.

2. **International Application:** Please print and complete this application.

3. **Certificate of Health:** Please print this form and take it to your medical doctor to be completed and signed. Legible copies of immunization records for: Diphtheria and Tetanus (within the last 10 years), Bacterial Meningitis (within the last 5 years), Poliomyelitis (types I, II and III), Measles, Mumps, and Rubella. Please note: if records are not in English, translation is required.

4. **Transcripts:** Official transcripts of completion from high school or a secondary school, and official transcripts from all colleges attended. If the transcript is not in English, translation will need to accompany the official transcript.

5. **Confirmation of Financial Resources Form:** Please print this form and have your or your sponsor’s financial institution complete, sign, and seal the appropriate areas. Also, submit financial evidence of $15,000.00 USD, such as a current bank statement or official letter from
the bank. Both documents must not be older than six (6) months at the time you begin classes. Please note: if you have been granted a scholarship for a Cisco College sport, you will need to submit evidence of the difference between the scholarship amount and the $15,000.00. You will also need to have funds to cover the $100 (USD) application fee.

6. **TOEFL**: If English is not your native language, the TOEFL (Test of English as a Foreign Language) is required. Website: www.ets.org/toefl  Score report minimum scores: PBT– 500; iBT– 61 The IELTS score is also accepted, the minimum score is 6. Institution Code: 003553.

7. **Dependents**: Any documentation showing proof of dependents (if applicable).

8. **Passport**: A copy of the front page of your passport showing your name, country of origin and the expiration date of the passport.

9. **Statement of Understanding**: Please print and complete.

10. Copies of all I-20’s issued since initial entrance into the United States, if applicable.

11. All international students are required to provide proof of health insurance coverage prior to the first class day.

Cisco College requires that all international students must have health and accident insurance for the length of time the student is enrolled in classes. The student may not allow health/accident insurance to lapse during their enrollment at Cisco College. The coverage for health/accident insurance must be purchased through ISO Student Health Insurance at the following website: [https://secure.visitaci.com/insurance/ISP/start.aspx](https://secure.visitaci.com/insurance/ISP/start.aspx)

F-1 students wanting to transfer from another U.S. college must submit the following items in addition to those listed above, no later than the stated deadlines:

1. A copy of your F-1 visa.
2. A copy of your I-94 card (front and back).
3. A copy of your current I-20 (all three pages).
4. A copy of your Social Security card, if you have already been issued a card/number since having been in the United States.
5. An Advisors Report completed by your current International Student Advisor.

Prospective students who have been granted acceptance to Cisco College will be notified by letter and an initial I-20, as soon as your documents have been processed. The student can then go to his or her Embassy to obtain the F-1 visa, unless he or she is already in the United States on an F-1 visa. Cisco College accepts F-1 visas only. Please note that students who do not have a Social Security number will be issued a Cisco College ID number.

**Concurrent International Students**

International students who are enrolled full-time at another college/university and who have SEVIS records that are maintained by that institution, but wish to concurrently enroll in courses at Cisco College, will need to submit the following documents to the International Student Liaison in order to register for courses at Cisco College.

1. Official Transcript from current college or university.
2. Proof of the Bacterial Meningitis vaccine given within the last five years.
3. Copies of current I-20, passport, F-1 visa, and I-94.
4. An Advisors Report completed by your current International Student Advisor.

Documents must be submitted by the deadlines for Fall, Spring, and Summer semesters. These deadlines are as follows.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 15th</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November 15th</td>
</tr>
<tr>
<td>Summer Semesters</td>
<td>April 15th</td>
</tr>
</tbody>
</table>

Deadlines for mini-mesters are as follows:

<table>
<thead>
<tr>
<th>Mini-Mester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Mini-mester</td>
<td>November 1st</td>
</tr>
<tr>
<td>May &amp; July Mini-mesters</td>
<td>April 1st</td>
</tr>
<tr>
<td>August Mini-mester</td>
<td>July 1st</td>
</tr>
</tbody>
</table>

Each student will need to contact the International Student Liaison by email at international.admissions@cisco.edu to receive confirmation of documents received prior to filling out the on-line application for Cisco College. A Cisco College ID number will be issued to students who do not have a Social Security number. Submit all items to:

International Student Liaison
Cisco College
101 College Heights
Cisco, Texas 76437

Specialized Admission

1. Early Admission Programs: High school students who have complied with the requirements of the Texas Success Initiative and the Texas Administrative Code governing dual credit may enroll in college classes. Course options are determined by the college and independent school district. For dual credit admissions requirements and program specifics, please reference the Dual Credit Handbook located at www.cisco.edu.

2. Individual Approval: Any person who is not a graduate of an accredited high school may be admitted for one semester to any class below the sophomore level on the basis of satisfactory performance on a standardized entrance assessment (ACT, SAT, GED), personal recommendations, or other criteria which are determined to be necessary by the College in order to make a valid admissions decision.

3. Technical Programs: Admission requirements in certain technical programs may vary. These variations are noted under the specific programs in this catalog.

Transfer Admission from another College

Applicants transferring from another institution must submit an official transcript of their college or university record. Transfer students are eligible to enroll at Cisco College if they are eligible to enroll in the college from which they are transferring. The following conditions restricting the transfer of credits apply.
Courses taken for credit in which a student has earned a passing grade may be transferred from any college accredited through one of the six regional accrediting associations in the United States. Transfer credit will not be given for developmental, remedial, or any other non-degree credit course.

Transfer students seeking a degree from Cisco College must obtain an evaluation of transfer credits. The evaluation of transfer credits is completed on a course-by-course basis by the Cisco College Counseling Office and will assist the student in preparing the proper degree plan. Approved courses transferred to Cisco College will be documented on the student’s academic transcript.

Students transferring to Cisco College will be evaluated for college readiness in one, two or all three areas of the Texas Success Initiative. Students not qualifying as college-ready in all areas will be required to test in those areas prior to enrollment. Students must bring transcripts to a counselor for evaluation of this exemption. This should occur several weeks prior to registration to prevent delays in enrollment.

Minimum Documentation Requirements
The following documents are required prior to registration for a student’s permanent file in the Admissions Office: Application, Oath of Residence, official Texas Success Initiative (TSI) placement scores, proof of exemption from the Texas Success Initiative, high school transcript, college transcripts, GED. If for any reason these documents are not provided prior to registration, grades will be held, and a student may not enroll for the next semester. Questions should be directed to the Dean of Enrollment Services.

Alternative Credit Awards
Transfer of Credit to Cisco College
College-level coursework satisfactorily completed at a regionally accredited college or university, including courses with a grade of ‘D,’ will be accepted for transfer to Cisco College. Developmental coursework is not transferred as credit but is considered in determining a student’s Texas Success Initiative status. A course-by-course evaluation of transfer work for students seeking a Cisco College degree or certificate will be completed by the Counseling Office during the first semester of attendance at Cisco College. Receipt of official transcript(s) is required for admission, and is required before transfer coursework will be posted to a student’s transcript. Students must enroll for a semester before coursework will be posted to a transcript. Students wanting to know how coursework will transfer prior to enrollment must provide a counselor with a copy of their transcript(s). Acceptance of transfer coursework does not guarantee applicability of coursework to a certificate or degree. This will be dependent on the prior coursework and the student’s chosen certificate or degree.

Resolution of Transfer Disputes for Lower Division Courses
If an institution of higher education (i.e., the receiving institution) does not accept course credit earned by a student at another institution of higher education (i.e., the sending institution), the receiving institution shall give written notice to both the student and the sending institution that
transfer of the course credit is denied. This written notice shall include the reason(s) for denying the credit, procedures for resolving transfer disputes for lower-division courses and instructions for appealing the decision. A student who receives this written notice may dispute the denial of credit by contacting a designated official at either the receiving or the sending institution. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and/or 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 receiving institution shall notify the Commissioner in writing of its denial and the reason(s) 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.

Reverse Transfer
Reverse transfer is a process where academic credits for applicable coursework taken at a university are transferred back to Cisco College so that the student may receive an associate degree while they complete coursework at their university.

Students are eligible to reverse transfer university credits to Cisco College to complete the requirements for an associate's degree if they have:
- earned at least 30 credit hours from Cisco College.
- transferred from Cisco College to a 4-year college or university.
- earned at least 66 credit hours total, including coursework completed at your university.

Students must grant their university authorization to send their university transcript to Cisco College. Talk to a Cisco College counselor for help setting up a reverse transfer or contact the registrar's office.

Credit by Examination
College Level Examination Program (CLEP)
A student may earn credit by examination through the College Level Examination Program (CLEP). Cisco College will award credit for only specified subject examinations for a student that presents an official score report with qualifying scores. To obtain a current list of the CLEP Tests accepted, with the required scores and the courses that will be credited, please contact a Counselor or check the Cisco College website. To receive credit for an English course, a student must pass the required multiple-choice section and take and pass the optional essay. The optional essay must be sent to Cisco College and will be graded by the Department of English.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student’s transcript with the notation “CLEP Credit” after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet
the residency requirement for graduation. Students planning to transfer CLEP credit(s) to another college or university should check with that school as to its policy on transferring and accepting CLEP credit.

**College Board Advanced Placement (AP)**
A student may earn credit by examination through the Advanced Placement (AP) Program. Cisco College will award credit for selected AP tests for a student that presents an official score report with qualifying scores on those tests that are accepted by the institution. To obtain a current list of the accepted AP tests with the required scores and the courses that will be credited, please contact a Counselor or check the Cisco College website.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student’s transcript with the notation “AP Credit” after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer AP credit(s) to another college or university should check with that school as to its policy on transferring and accepting AP credit.

**Credit for Military Services**
Veterans that submit a form DD-214 to a counselor may receive two (2) semester hours of KINE credit. Additional credit (up to six credit hours) may be awarded upon the presentation of military transcripts (AARTS, SMART, etc.).

**Credit for Professional Certification**
Students holding Texas Commission on Law Enforcement Officer Standards Examination (TCOLE) Certification may be eligible to receive college credit in Criminal Justice coursework.

Students holding a current Child Development Associate Credential (National Credential) may be eligible to receive college credit in Child Care Developmental/Early Childhood coursework.

Students holding a Basic Firefighter Certificate from the Texas Commission on Fire Protection may be eligible to receive credit for college coursework. In addition, Intermediate and Advanced Certificate Firefighting Training may also be eligible for college credit.

Students must provide documentation of their certificate to a counselor to receive credit. Students must enroll for a semester before credit will be posted to a transcript. Acceptance of the coursework does not guarantee applicability of the coursework to a certificate or degree. This will be dependent on the credit awarded and the student’s chosen certificate or degree.

**International Baccalaureate Diploma Program**
A student that graduates from the International Baccalaureate (IB) Diploma Program will be eligible for credit at Cisco College. An IB Diploma graduate with an overall score of 24 or higher, with at least a 4 on each exam, will receive a minimum of 24 semester hours of credit. An IB
Diploma graduate with an overall score of 24 or higher, but who does not receive at least a 4 on each exam, may receive less than 24 semester hours of credit. To obtain a current list of the IB exams, with the required scores and the courses that will be credited, please contact a Counselor or check the Cisco College website.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student’s transcript with the notation “IB Credit” after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer IB credit to another college or university should check with that institution as to the policy on transferring and accepting IB credit.

Texas Success Initiative
The Texas Success Initiative (TSI) is a program designed to ensure students attending public colleges and universities in Texas have the necessary writing, reading (ELAR), and math skills to be successful in college-level coursework. The Texas Success Initiative involves an assessment component (TSIA2 test) and includes both a holistic advising component and a developmental education program for those students who do not place into college-level coursework. Students who are not exempt from the Texas Success Initiative must present TSI test scores in order to register. These test scores are used to determine appropriate academic placement into courses. Students who are exempt must present official documentation of their exemption in order to register.

TSI Exemptions
Students are exempt from all requirements of the Texas Success Initiative and are free to enroll in college-level coursework if they provide official documentation of one of the following:

1. They have graduated with an associate’s or bachelor’s degree from an institution of higher education.
2. They are serving on active duty as a member of the armed forces of the United States, the Texas National Guard or as a member of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment.
3. They were, on or after August 1, 1990, honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or as a member of a reserve component of the armed forces of the United States.
4. Students may be exempt from one, two or all three sections of the Texas Success Initiative if they have met standards on one of the following tests:
   - **ACT**—Composite score of 23 or higher and a minimum of 19 on the English section will exempt a student from the reading and writing sections of the TSI. A composite score of 23 or higher and a minimum of 19 on the math section will exempt a student from the math section of the TSI. Scores must be less than 5 years old and from a national test administration.
   - **SAT testing prior to March 5, 2016**—Students who took the SAT test prior to March 5, 2016 may use the following scores: Combined critical reading (formerly “verbal”)
and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics tests shall be exempt for the mathematics section of the TSI Assessment.

- **SAT testing administered on or after March 5, 2016**—a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score. The newly-approved scores became effective August 10, 2016.

- **STAAR testing beginning in spring 2014**—For a period of 5 years from the date of testing, a student who is tested and performs on the eleventh grade exit level STAAR end-of-course (EOC) with a 4000 minimum score (on the combined reading and writing test) of Level 2 on English III shall be exempt from the TSI assessment required for reading and writing. A student with a 4000 minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI assessment required for the mathematics section.

Temporary Texas Success Initiative Waivers
A student enrolling in a Level I Certificate Program will have Texas Success Initiative testing requirements waived as long as the student enrolls only in the coursework for a Level I Certificate. Unless otherwise exempt, a student will need to take the TSI prior to enrolling in any coursework towards a degree that is outside the Level I Certificate.

Transfer Student Exemption
Transfer students not exempt by any of the above exemptions may also be evaluated for college readiness by previous coursework in one or both areas of the Texas Success Initiative. Students not qualifying as college-ready in all areas will be required to test in those areas prior to enrollment. Students must bring transcripts to a counselor for evaluation of this exemption. This should be done several weeks prior to registration to prevent delays in enrollment. Students who need to test may contact the Testing Center for information on testing.

Withdrawal

Administrative Withdrawal
Cisco College reserves the right to administratively withdraw a student from a class, a program, or from the College for circumstances such as:

- Unmet financial obligation(s) to the College.
- Health reasons that constitute a danger to self, to others, pending the outcome of competent medical evaluation and/or treatment
- Threats to the safety, life or property of members of the academic community, including act(s) in violation of federal, state, civil, or criminal laws or city ordinances, regardless of whether the
act occurred on or off campus and regardless of whether the individual is ultimately convicted of the act

- Disruption of the educational process
- Suspension or expulsion from the College
- Failure to respond to an official summons from a College official

The withdrawn student may also be removed from the campus and barred from re-enrollment until such time as specific conditions have been met. The penalty may be imposed effective with the date of the circumstance and/or violation, or as otherwise appropriate.

**Official Withdrawal**

Should circumstances require that a student totally withdraw from the College prior to final examinations, he/she must OFFICIALLY WITHDRAW THROUGH THE ADMISSIONS OFFICE. Any student who stops attending class and fails to officially withdraw is subject to a grade of F in each course.

**Student Withdrawals**

Students may withdraw from a course through the online registration system, by contacting a college counselor or by completing the appropriate withdrawal paperwork in the admissions office. Please check the college website for student withdrawal deadlines.
Financial Aid
Several financial aid programs are available to students. Funds for these programs are provided by Cisco College, by the state and federal governments. Financial aid is awarded on the basis of need, merit, and/or performance in the form of grants, scholarships, loans and work programs. Information may be found on the Cisco College website or requested by phone or by e-mail. Entrance and exit counseling is required for all student borrowers.

Free Application for Federal Student Aid (FAFSA)
Students seeking aid from the Pell Grant Program, College Work-Study Program (CWSP), the Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TPEG), and The William D. Ford Federal Student Loan Program MUST complete a Free Application for Federal Student Aid (FAFSA). The online version of the FAFSA is available at http://www.fafsa.ed.gov. A hard copy version of the FAFSA can be obtained from high schools, colleges, the Financial Aid Office at Cisco College, or by writing: Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044.

When completing the application, the Cisco College Title IV code number (003553) must be entered at the appropriate place in order for the College to receive the information and issue the aid.

Grants/Waivers
Activity Grants for Athletic and Performing Arts
A number of students are awarded activity grants each semester for their participation in a College-sponsored program in athletics or fine arts. The amount of the award varies from $100 per semester to a full grant payment of tuition, fees, room and board.

Awards are granted for participation in: Football, Men’s Baseball, Women’s Basketball, Women’s Volleyball, Women’s Soccer, Women’s Softball, Wrangler Belles (Women’s drill team), Wrangler Cheerleaders, and the Wrangler Band. For information and an application, students should contact the appropriate director or coach of the activity in which they are interested by phone or by e-mail.

Federal Pell Grants
The federal Pell Grant Program is authorized by the Higher Education Amendments of 1972. The Pell Grant is designed to provide an eligible student with a foundation of aid to help pay for his/her first undergraduate degree. The money is provided by those persons paying federal taxes. The award amount is based upon the documented financial need, the number of hours in which a student is enrolled and the annual federal award schedule. Completion of the FAFSA is required.

Federal Pell Grant – Duration of Eligibility
The Consolidated Appropriations Act, 2012 (Public Law 112-74) established the maximum duration for a student to receive Pell Grant funds to be 12 semesters (6 years), or its equivalent, effective with the 2012-13 award year. The amount of Federal Pell Grant funds a student may receive over his/her lifetime is limited by federal law to be the equivalent of 6 years of Full Grant funding. Since the maximum
amount of Pell Grant funding a student can receive each year is equal to 100%, the six year equivalent is
600%.

Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants:

- You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for additional Pell Grants. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%.
- For example: if your maximum Pell Grant award was $5,920 but you only receive $2,960 because you were only enrolled for one semester, you would have used 50% of your maximum award for that year. If in the following school year, you were enrolled only 3-quarter time, you would have used 75% of your maximum award for that year. Together you would have received 125% out of the total 600% lifetime limit.

High School Valedictorian/Salutatorian Waivers
The State of Texas requires all state institutions of higher education to waive the tuition for students graduating valedictorian from an accredited Texas high school. Cisco College complements the state required waiver by extending this to Salutatorian and absorbing any additional fees. Proof of high school graduation status must be submitted to the Business Office. For more information on this program, please contact the Dean of Business Services.

Supplemental Educational Opportunity Grants (SEOG)
The federal SEOG is a program designed to help students with “exceptional” financial need pursuing their first undergraduate degree. Eligibility and amount is determined by documented need and the institution. Completion of the FAFSA is required.

Texas Education Opportunity Grant (TEOG)
The TEOG is offered to eligible students, as available, to attend institutions of higher education in Texas. Eligibility is determined by documented need and the institution. The amount of the award cannot exceed the cost of tuition. Completion of the FAFSA is required.

Texas Public Education Grants (TPEG)
The TPEG is funded through tuition payments at Cisco College to assist students demonstrating financial need. Eligibility and amount are determined by documented need and the institution. Completion of the FAFSA is required.

Loans
William D. Ford Federal Direct Loan Program
Cisco College participates in the William D. Ford Federal Direct Loan Program. This program replaced the Federal Stafford Loan Program beginning with the fall 2010 term. The subsidized direct loan is a need based student loan. Eligibility is determined when the student completes the Free Application for Federal Student Aid (FAFSA) and other required paperwork. The interest on subsidized loans is paid by
the government when the student is enrolled at least half time, during the six month grace period, and during periods of authorized deferments. The unsubsidized direct loan is not based on financial need, and the student is responsible for all accrued interest. Interest payments do not have to be made while the student is enrolled at least half time, or during grace or deferment periods. Students applying for unsubsidized direct loans must also complete the FAFSA and other financial aid paperwork.

Rehabilitation Assistance
The Texas Department of Assistive and Rehabilitative Services (D.A.R.S.) offers financial assistance for tuition and non-refundable fees in addition to services for students, who have qualified disabilities, provided the vocational objective selected by the student has been approved by D.A.R.S. Through this State agency, rehabilitation services are available to assist disabled persons to become employable. Application for this type of assistance should be made to the Texas Department of Assistive and Rehabilitative Services, Abilene Field Office, 1969 Industrial Blvd. Abilene, TX 79602. The Abilene phone number is (325) 690-3800 and the Abilene fax number is (325) 690-3823. Other offices may be located by contacting D.A.R.S., 4800 N. Lamar Blvd, Austin, Texas 78756, (800) 628-5115 or TTY (866) 581-9328 or by visiting the D.A.R.S. website at http://www.dars.state.tx.us/drs.

Scholarships
Cisco High School Class of 1947 Memorial Scholarships
This scholarship fund was established by the Cisco High School Class of 1947 for the purpose of providing Cisco High School graduates financial help and encouragement to continue their education at Cisco College. The availability and amount of the scholarship will vary each year according to income generated by the scholarship fund. Students needing information regarding this scholarship may contact the Vice President for Student Services.

Mr. and Mrs. Clifton Woody Endowed Memorial Scholarship
Miss Mildred Woody, who was an educator in Abilene for many years, has endowed a scholarship in memory of her parents Mr. and Mrs. Clifton Woody. This scholarship is awarded to students who have been accepted into the Cisco College nursing program. Selection is made by the nursing faculty. The amount of the scholarship is determined by available proceeds from the endowment. The recipient must enroll full-time, complete 12 or more semester hours, and maintain a minimum 3.0 GPA each semester to continue the scholarship. Information is available from the nursing department in Abilene.

M.S. and Meek Lane Doss Scholarship
This scholarship is awarded on a competitive basis, with preference given to graduates of high schools located in western Texas and southeastern New Mexico. It is available for fall and spring semesters only to students enrolled at the Cisco College Abilene Educational Center. The scholarship recipient must enroll full-time, complete 12 or more semester hours, and maintain a minimum GPA of 3.0 each semester to continue the scholarship, which is available for up to four semesters. Information and an application may be obtained from the Cisco College website under Financial Aid or from the Dean of Counseling.
Room Waiver Scholarship
Each year, the College accepts applications for room waiver scholarships on a room-available basis. A student living in one of the 36 counties within a 100-mile radius of Cisco who will be enrolled full-time and receive no other Cisco College institutional scholarships is eligible to apply. This scholarship waives room cost. Eligibility and retention of the scholarship is for four semesters only, on a room-available basis, and is subject to several conditions, including making satisfactory academic progress. Information is available from the Counseling Office.

Student Employment
College Work Study Program (CWSP)
The CWSP is a joint program financed by federal, state and local funds. The program is designed to provide campus employment to students demonstrating financial need. A college work-study student will generally work 12 hours per week, with work hours arranged to fit the student’s academic schedule. The rate of pay is the current minimum wage, and the student is paid monthly. Eligibility is determined by documented need, and application for a work-study position is made at the College Financial Aid Office. Completion of the FAFSA is required.

Veterans Financial Assistance
Cisco College is approved by the Texas Veterans Commission as an institution in which veterans may enroll for degree courses or for technical study. Educational assistance is available to all covered individuals while attending college. Veterans should visit the Veterans Services Office to make application for benefits with Cisco College in advance of registration. A student who is receiving VA benefits must maintain satisfactory academic progress (SAP) to retain those benefits. A student who does not maintain the minimum SAP requirements shall be reported to the Veteran’s Administration Regional Office (VARO) as making unsatisfactory progress.

Covered Individuals
A covered individual is any individual who is entitled to receive educational assistance under one of the following chapters: chapter 31, Veteran Readiness & Employment, or chapter 33, Post-9/11 GI Bill® benefits, chapter 30 or 1606, Montgomery GI Bill®, chapter 35, Dependents Education Assistance. A covered individual must provide a certificate of eligibility. A certificate of eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.

Certification to Receive Veterans Benefits
Students must notify the Veterans Services Office each semester that they are ready to be certified. Failure to notify the office may result in classes not being certified and students may be dropped from their classes. Students must follow a Cisco College degree plan to receive their benefits. Students should meet with a counselor every semester for assistance in selecting courses.

Any covered individual will be allowed to attend or participate in their courses during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates:

(1) date on which payment from the VA is made to Cisco College; or
Cisco College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other Cisco College facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to Cisco College due to the delayed disbursement funding from VA under chapter 31 or 33.

**Satisfactory Academic Progress (SAP)**

Federal and state regulations and institutional policy require that a student make satisfactory academic progress toward completion of a degree or certificate to remain eligible for Title IV federal and state financial aid. The following policies and procedures outline the Satisfactory Academic Progress Standards for students receiving federal or state financial aid. According to regulations for federal and state financial aid programs, Cisco College is responsible for establishing and evaluating minimum SAP standards for financial aid recipients.

Satisfactory progress is measured in terms of quality of work (grade point average) and quantity of work (hours of work completed). Failure to make satisfactory progress will result in a warning, and if not corrected, loss of eligibility for financial aid.

All students, college personnel, and interested others should note that financial aid satisfactory progress policy standards are just as demanding as the minimum requirements for reasonable academic progress as outlined under the student regulations section in the Cisco College catalog.

Federal regulation requires that all post-secondary institutions participating in the Title IV financial aid programs measure qualitative and quantitative standards. These standards are:

1. Qualitative standard: Cumulative Grade Point Average (2.0 GPA)
2. Quantitative standards:
   - Pace (67% Course Completion Rate)
   - Maximum time frame/semesters (excessive semesters)
   - Lifetime Eligibility Used (PELL Grant)

**SAP Evaluation Period**

Cisco College evaluates satisfactory academic progress (SAP) for all students receiving federal and state aid at the end of each semester.

The cumulative record (*all enrollment periods at Cisco College, regardless of whether or not the student received aid, along with transfer credits*) of each student receiving aid will be evaluated.

A student that files a Free Application for Federal Student Aid (FAFSA) who does not have a SAP status on record will have a SAP evaluation based on prior Cisco College enrollment records and any transfer credits that apply. A qualified first time student with no prior college enrollment will always be considered eligible for Title IV and state financial aid.
SAP Requirements
Federal regulation requires that all post-secondary institutions participating in Title IV financial aid programs must measure qualitative and quantitative standards. These standards are: Cumulative GPA, completion rate, and time frame.

1. Cumulative Grade Point Average
In addition to successfully completing coursework each semester, students must earn a 2.0 grade point average (GPA) on a 4.0 scale and maintain a GPA of 2.0 each semester thereafter. Grades of A, B, C, D and F contribute toward cumulative GPA, this includes transfer grades. The dropping of courses, or complete withdrawal, will not reduce the number of hours that must be completed each semester to maintain satisfactory progress.

2. Successful Completion of Courses - Completion Rate (Pace of Progression)
Students must successfully complete at least 67% of all hours attempted as of their enrollment on the official count day each semester at Cisco College. This includes developmental, college-level and transfer course work. Successful completion is measured by grades of A, B, C and D. Grades of F (failing), W (withdrawal), and I (incomplete) are counted toward the total hours attempted, but not successfully completed each semester.

<table>
<thead>
<tr>
<th>Attempted Semester Hours</th>
<th>67 Percentage Rule</th>
<th>Earned Semester Hours Must Be ( \geq ) or =</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>67%</td>
<td>14</td>
<td>2.0</td>
</tr>
<tr>
<td>20</td>
<td>67%</td>
<td>13</td>
<td>2.0</td>
</tr>
<tr>
<td>19</td>
<td>67%</td>
<td>13</td>
<td>2.0</td>
</tr>
<tr>
<td>18</td>
<td>67%</td>
<td>12</td>
<td>2.0</td>
</tr>
<tr>
<td>17</td>
<td>67%</td>
<td>11</td>
<td>2.0</td>
</tr>
<tr>
<td>16</td>
<td>67%</td>
<td>11</td>
<td>2.0</td>
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<tr>
<td>15</td>
<td>67%</td>
<td>10</td>
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<td>9</td>
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<td>67%</td>
<td>7</td>
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<td>67%</td>
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<td>8</td>
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<td>5</td>
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</tr>
<tr>
<td>2</td>
<td>67%</td>
<td>1</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Students must complete a minimum of 67% of the course work in which they are enrolled each semester, with a minimum of a 2.0 GPA. The table indicates the attempted credit hour totals and the number of credits that must be completed to meet this requirement.

**Pace of Progression Formula**

The minimum pace requirement for satisfactory academic progress is 67%. Pace of progression is calculated by dividing the completed semester hours by the attempted semester hours. Completed semester hours includes only all passing grades.

Completed Semester Hours (all passing grades) include all credit hours with a grade of A, B, C, or D on a student's academic record according to the Office of the Registrar and all transfer, remedial, English as Second Language, and dual-credit hours taken in high school. Attempted Semester Hours include all completed credit hours listed above, and all credit hours with a non-passing grade on a student's academic record according to the Office of the Registrar.

### Example 1 (Pace of Progression)

<table>
<thead>
<tr>
<th>First-year Freshman</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Completed</td>
<td>6</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td>Hours Attempted</td>
<td>12</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Pace of Progression</td>
<td>50%</td>
<td>83%</td>
<td>67%</td>
</tr>
<tr>
<td>Financial Aid Status after Semester</td>
<td>Warning</td>
<td>Met SAP</td>
<td>Eligible for aid if GPA is at least a 2.0</td>
</tr>
</tbody>
</table>

### Example 2 (Pace of Progression)

<table>
<thead>
<tr>
<th>First-year Freshman</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Completed</td>
<td>6</td>
<td>9</td>
<td>15</td>
</tr>
<tr>
<td>Hours Attempted</td>
<td>12</td>
<td>15</td>
<td>27</td>
</tr>
<tr>
<td>Pace of Progression</td>
<td>50%</td>
<td>60%</td>
<td>55%</td>
</tr>
<tr>
<td>Financial Aid Status after Semester</td>
<td>Warning</td>
<td>Did Not Meet SAP</td>
<td>Not Eligible for Aid</td>
</tr>
</tbody>
</table>

3. **Time Frame**

A student is allowed financial aid only for the number of semester credit hours necessary to complete his/her degree or certificate program, and the maximum can be no longer than 150% of the published length of the educational program. Cisco College allows students to change majors no more than 3 times. The 150% calculation will be reset once the student has enrolled...
in and attended classes in the new major and will only include courses (credit hours) the student has taken that will apply to the new major.

A student must declare a program or major other than "undecided" and must be taking courses that apply to that degree or certificate and must complete the declared program or major within 150% of the published length of the program to maintain eligibility.

**As expressed in hours:** Most Bachelor's degree programs require 120 semester hours. 150% of 120 hours = 180 hours (120 x 1.5 = 180). An academic transfer Associate degree at Cisco College requires 60 hours (60 x 1.5 = 90 hours), 150% of 60 hours is 90 hours.

**As expressed in semesters:** Students should normally complete an Associate degree in 4 semesters of full-time study or the equivalent. 150% of 4 semesters is 6 semesters (4 x 1.5 = 6).

**As expressed in years:** Students are normally expected to complete a Bachelor's degree by the end of 4 years of full-time study or the equivalent. Therefore, students will forfeit their eligibility to participate in federal financial aid programs after 6 years of full-time enrollment (4 years x 1.5 = 6 years). Associate degrees are normally expected to be completed by the end of 2 years of full-time enrollment (2 years x 1.5 = 3 years).

Developmental (remedial) course work will be included in the GPA calculation as well as included in both the completion rate and time frame calculations. Federal regulations state that a student may not receive federal financial aid for developmental (remedial) course work after they have attempted 30 hours of remediation. Therefore a student who attempts more than 30 hours of developmental (remedial) classes may not receive federal financial aid for those classes.

**SAP Status Levels**

**Good Standing (eligible)**
Good standing status level is assigned to students who meet all three SAP requirements and are eligible to continue receiving aid.

**Financial Aid Warning (eligible)**
For a student not meeting the academic progress standards at the end of a semester, a warning will be issued in writing. The student will be eligible to receive financial aid for the next semester, however, after one semester of warning, students who fail to meet the standards in any one or a combination of the SAP components will be ineligible for financial aid. Students will be notified of the reason(s) for the loss of eligibility through a letter sent to the permanent address on file with the College.

**Financial Aid Suspension (loss of financial aid eligibility)**
A student who does not make satisfactory progress while on the warning status level will be suspended from all Title IV financial aid eligibility the next semester of enrollment until all satisfactory progress standards are met at the student's own expense. A student who has financial aid suspended can return to eligibility on a probationary status if granted an appeal.

**How to Regain Eligibility**
Students on suspension are encouraged to continue enrollment at Cisco College. Enrolling and paying for courses as well as successfully completing courses can assist in regaining eligibility. The student must
alert the Financial Aid Staff for a re-evaluation of their SAP status. If the student successfully regains eligible SAP status, then they will be eligible again for federal aid.

**Financial Aid Probation (eligible)**
A student may appeal ineligibility by providing information on the unavoidable or extraordinary hardships which may have influenced his/her ability to meet the satisfactory academic progress standards. Examples of unavoidable hardships include illness or injury of a student or family member, separation or divorce, involved in accident or natural disaster, death in immediate family, or other personal problems that affected class participation and/or grades. If an appeal is granted, the student will be placed on financial aid probation and asked to follow an academic plan that will lead to meeting minimum SAP requirements in the near future. If the student does not meet the terms of financial aid probation, eligibility for financial aid will cease and all remaining aid will be suspended. No further appeals will be permitted. The student may regain eligibility by attending classes at their own expense until all satisfactory progress requirements are met.

**Appeal Process**
A student that has failed to meet SAP standards and has lost eligibility for financial aid may file a SAP appeal. If the appeal is approved, the student will be assigned a probation status and aid eligibility will be reinstated.

A financial aid eligibility appeal process information sheet must be obtained from the Financial Aid Office. The appeal must be completed and submitted to the Director of Financial Aid, according to the directions indicated on the appeal process information sheet. The appeal should include a written statement by the student with the appropriate supporting documentation explaining the reasons the minimum satisfactory academic progress standards were not achieved, also, what has changed that will now allow the student to achieve successful academic progress. The Director of Financial Aid and/or the appeals committee may place conditions in addition to a student's academic plan upon receipt of any financial aid for those appeals where aid eligibility is reinstated. Students submitting documentation and completing the appeals process will be notified of the results by the Director of Financial Aid.

The SAP appeal must include the following documentation, signed and submitted to the director of financial aid no later than 15 business days after receiving notification of suspension (loss of eligibility status):

1. Satisfactory Academic Progress Appeal Form
2. Documentation supporting the extenuating circumstances
3. Student written statement regarding why he/she failed to make satisfactory academic progress, including what has changed that will allow the student to make satisfactory academic progress at the end of the next evaluation period
4. An academic plan prepared and signed by the student and an academic advisor outlining the sequence and semester in which courses must be taken and successfully completed to attain satisfactory academic progress on schedule to graduate from the student's chosen program within the maximum time frame for aid eligibility

An appeal will be reviewed by the Director of Financial Aid, or designated college personnel. Appeals will be considered if the documentation provided by the student strongly supports the extenuating circumstances, explaining the student's situation and what has changed that will allow the student to meet satisfactory progress requirements. The included documentation must also give indication the
student can achieve satisfactory academic progress and complete their program within the maximum time frame by following an academic plan.

The student will be notified promptly of the result of their appeal. If approved, the student will be assigned a probation level status and must comply with all conditions of the probation. If denied, the student may choose to file a written appeal to the Admissions, Registration, and Financial Aid Committee, which will review the appeal and notify the student in writing of its decision within 30 business days after receiving the written appeal. The committee decision is final. Students appealing their financial aid eligibility to the committee are encouraged to have an alternative payment plan in place before registering for classes.

Completion of Degree Requirements
An eligible student may receive financial aid until they have completed their degree or certificate as long as the student is in good academic standing, is meeting minimum SAP requirements, and has not exceeded 150% of the published length for his/her degree program. Cisco College allows students to change majors no more than 3 times. The 150% calculation will be reset once the student has enrolled in and attended classes in the new major and will only include courses (credit hours) the student has taken that will apply to the new major.

How to Meet SAP and Maintain Financial Aid Eligibility
1. Maintain a 2.0 GPA.
2. Complete a minimum of 67% of attempted hours (ex. after attempting 15 hours must have successfully complete 10 hours; 15 x .67 = 10) (ex. after attempting 30 hours must have successfully completed 20 hours; 30 x .67 = 20).
3. Declare an academic or technical program major and do not take longer than 150% of the published length of the program to complete the program.

Title IV Return Policy
A statutory return of awarded aid will be calculated for a student who withdraws or stops attending classes on or before the sixty (60%) percent point of the enrollment period (calculated using calendar days) in which Title IV aid is received, in accordance with the Code of Federal Regulations, as published in the November 1, 1999, Federal Register. Refunds will be calculated according to the following guidelines as set forth in Section 484B of the Higher Education Act.

_Determination of Withdrawal Date_: The percentage of the payment period (or period of enrollment) the student attended before withdrawing will be determined by the date of a student’s withdrawal. (The withdrawal date is identified as the date a student officially withdraws from the college. The student’s last documented date of attendance at an academically-related activity, or the midpoint of the enrollment period are used to determine date of withdrawal for a student leaving without notifying the college.)

_Return Calculation_: The amount of Title IV aid earned will be calculated by multiplying the total Title IV aid (other than Federal Work Study) for which the student was awarded by the percentage of time enrolled. The amount earned will be compared to the amount disbursed. If
less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned will be calculated by subtracting the earned amount from the amount actually disbursed. The return calculation of Title IV funds may result in the student owing a balance to Cisco College and/or the Federal Government. The responsibility for returning unearned aid between the college and the student will be established according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

**Time Frame:** The return of unearned Title IV funds to the Department of Education is completed in 14 days, but no later than 45 days after the determined date of a student’s withdrawal. Post-withdrawal disbursements of earned Title IV aid funds to a student’s account (for allowable charges) are completed in 30 days, but no later than 180 days after determined date of withdrawal. Post-withdrawal disbursements to a student for earned Title IV funds in excess of outstanding educationally related charges are completed as follows: (1) Loans in 30 days, but no later than 180 days after determined date of a student’s withdrawal and (2) Grants in 14 days but no later than 45 days after determined date of a student’s withdrawal.

**Order of Return:** The return of unearned Title IV funds are administered in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG). For more information regarding Title IV refunds contact the Director of Financial Aid.

**Tuition and Fees**
Current tuition and fee information can be found on the College website at [www.cisco.edu](http://www.cisco.edu).

**Prorated Tuition and Fee Policy**
Cisco College students who officially drop a course or courses and remain enrolled, or who officially withdraw from all courses, shall have their mandatory tuition and fee charges prorated according to the following schedule:

**Fall and Spring Semesters**
- Prior to the first class day: 100%
- During class days one to fifteen: 70%
- During class days sixteen to twenty: 25%
- After the twentieth class day: None

**Summer Semesters**
- Prior to the first class day: 100%
- During class days one to five: 70%
- During class days six and seven: 25%
- After the seventh class day: None

**Flex Entry and Non-Semester Length Courses**
- Prior to the first class day: 100%
- After first class day: Refer to table provided by Business Office
Class days refer to the number of calendar days the College normally meets for classes, not the days a particular course meets. If a class is canceled by the College, 100% of the tuition and fee charges will be credited to students. Late-registering students will have the time already elapsed in the semester counted against them. Refunds will be paid approximately 45 days after the semester begins. Financial Aid may be impacted by unsatisfactory academic progress.

**Continuing Education Refund Policy**
No refund of tuition and/or fees is allowed for any Adult Vocational and Community Service Course, unless the College cancels the course.

**Texas Tuition Rebate Program**
In accordance with Senate Bill 1907, as passed by the Seventy-fifth Texas Legislature and modifying Texas Education Code Sec. 54.0065, Cisco College participates as appropriate in the Texas Tuition Rebate Program for certain undergraduate students. The Program provides, in part, that a Texas resident student enrolling for the first time in an institution of higher education during the Fall of 1997 semester (or later) may be eligible for a $1,000 tuition rebate if, at the time the baccalaureate degree is awarded, the student has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree. This includes transfer credits and course credit earned exclusively by examination. Students interested in the program may contact the Counseling Office for further information and requirements.

**Records and Information Privacy**
Cisco College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which provides that all students and former students of Cisco College have the right to inspect their educational records (including records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution).

Responsibility for protection of the privacy of student educational records rests primarily with the Dean of Enrollment Services. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student’s educational records. This right is solely limited to the student. Outlined below are limitations which exist on students’ rights to inspect and review their educational records, as published in the Guidelines for Educational Rights and Privacy Act of 1974 as amended, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

**Students’ Access to Their Educational Records**
All students have the right to review their educational records, with the following exceptions as outlined by FERPA:
1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.

3. Confidential letters and statement of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students’ admissions, application for employment or job placement, or receipt of honors.

4. Educational records containing information about more than one student; however, in such cases, the institution must permit access to that part of the record which pertains only to the inquiring student.

To review records, students and former students may go to the appropriate office of record (e.g., Admissions Office, Financial Aid Office), present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a “Request to Review Educational Records” form. Because of various circumstances, the College may delay to a maximum of 45 days the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Under the “Family Educational Rights and Privacy Act of 1974,” the following is designated as directory information and may be made public, unless the student desires to withhold directory information:

- Student’s full name
- Addresses – local, permanent and email
- Telephone listings – local and permanent
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photographs
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended
- Classification
- Enrollment Status.

Students wishing to withhold directory information should complete the appropriate form, available at the Enrollment Services, within 10 days after the first class day. The form is also available on the College website. Forms received by mail must be accompanied by a copy of a photo ID.

Social Security Number
Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any federal, state or local government agency requests an individual to disclose his/her social security account number, the
individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it.

Cisco College will release information under the Audit and Evaluation exception to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Cisco College District’s state-supported education programs. Disclosure under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

Accordingly, students or applicants for admission as students are advised that disclosure of a student’s social security account number (SSAN) is required as a condition for admission as a student at Cisco College, in view of the practical administrative difficulties which would be encountered in maintaining adequate student records without the continued use of the SSAN.

A randomly generated identification number is issued to each student to be used by students and college personnel in place of the SSAN for accessing student data in the Cisco College administrative system. Cisco College personnel will continue to have access to the student SSAN in the Cisco College administrative system as necessary to verify the identity of the student, and as a student account number (identifier) in order to accurately record necessary data. As an identifier, the SSAN is required for such activities as determining and recording eligibility for admission as a student; determining and recording eligibility for student financial assistance to include loans, scholarships and grants; recording entitlement to and payment of scholarships, grants, allowances; issuing student identification cards; and such other related requirements which may arise.

Authority for requiring the disclosure of a student’s SSAN is grounded on Section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual’s SSAN as a condition for the granting of a right, benefit, or privilege provided by law, where the agency required this disclosure under statute or regulation prior to January 1, 1975, in order to verify the identity of an individual.

Cisco College has, for several years, consistently required the disclosure of the SSAN on student application forms, and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and the United States, and regulations adopted by the agencies of the State of Texas and the United States, and the Board of Regents.

Transcripts
Official transcripts housed with Cisco College are bound by the Federal Law FERPA. Cisco College must receive authorization from the student for the Admissions Office to send a transcript of the student’s permanent record to another college. Transcripts may be requested and authorized
electronically via the college transcript ordering service available on the college website. There is no additional charge for transcripts picked up by the student, sent or downloaded electronically, or sent by regular postal service. There may be additional charges for express printed delivery of transcripts. Fees and charges are shown on the college website under Admissions.

A transcript will not be sent for students who have failed to make satisfactory arrangements for payment of all financial obligations to the College.

Registration and Advisement

Advisement

Students who have not completed all sections of the Texas Success Initiative are required to see an advisor every semester for assistance with course selection. Both Cisco College locations have full-time counselors available to assist with degree plans and provide college and university requirements. Counselors are also available to assist with course placement based on placement test scores.

Orientation

Cisco College provides a new student orientation program at the Cisco Campus. New students to Cisco College are highly encouraged to attend a new student orientation session. Orientation is designed to assist new students with the transition to Cisco College, to advise them and to prepare them for online registration (all students will register online.) Students should contact the Counseling Office at the Cisco Campus for new student orientation.

Developmental Education

For students who need preparation for college-level content due to a variety of factors, Cisco College offers co-requisite developmental education courses: college-level writing paired with developmental integrated reading and writing, and college-level math paired with developmental math. The purpose of these paired courses is to provide support for success in college-level mathematics, writing and reading-intensive courses without delaying enrollment in college-level courses. Enrollment in Developmental Education courses is based upon student placement (typically via the TSI) and may include any combination of co-requisite developmental mathematics and developmental reading and writing courses paired with college courses. Examples of paired co-requisite math courses include: DMAT 0314 and MATH 1314, DMAT 0332 and MATH 1332, DMAT 0342 and MATH 1342. Examples of paired co-requisite reading and writing courses include: DERW 0303 and ENGL 1301, as well as DERW 0302 and DERW 0303 completed in one long semester.

Cisco College requires non-college ready students to begin developmental coursework in the first semester in which they enroll. The College also requires students to continue taking developmental coursework each long semester until they are college-ready. Students who are enrolled full-time during a long semester must register for all of the developmental areas in which they place. Students who are enrolled part-time during a long semester must register for a class in
at least one of the developmental areas in which they place. Developmental students enrolling in summer terms or mini-terms may only register for classes for which they are college-ready or that do not require college-readiness.

In order to ensure adequate preparation for success, developmental students are restricted from enrolling into certain college-level courses until they are deemed college-ready (have passed the appropriate college-level co-requisite or have earned a satisfactory score on a TSI approved retest).

Schedule Change
Schedule changes will be allowed online for one week after classes start.

Dropping Courses
A student may drop a course with the permission of his/her advisor and the Counseling Office, until a date four (4) weeks before the start of final examinations. Students dropping courses will receive a grade of ‘W’ for each course dropped. A fee of $10 will be charged for each course dropped. Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of F.

Drop Limits
Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in the Spring of 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

A Cisco College student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

Testing and Placement
A Testing Center is located on each campus of Cisco College. Cisco College administers the TSIA2 at both locations. The HESI A2 is administered at the Abilene campus Testing Center, and the GED is administered at the Cisco campus Testing Center. Both campuses administer makeup testing for students who are enrolled in Cisco College courses and assist in administering tests for Cisco College students with documented accommodations. Tests may also be administered for Cisco College Students taking classes Academ. All testing is administered on an appointment basis. Students seeking testing for documented accommodations should contact the Disability Services Coordinator with their documentation prior to scheduling. Testing and scheduling information is
available by contacting the Testing Center at testing@cisco.edu. Information on course placement based on TSI test scores is available by contacting the Admissions office or the Counseling department.

Student Life

Student Activities
From comedians to music, and everything in between, Cisco College Student Activities provide the student body and community with programming and events that are diverse, educational, entertaining and fun. Typical programs include movies, dances, educational speakers, tournaments, comedy/variety shows and other special events. Events must be approved by the Dean of Student Life.

Athletics
Athletic programs at Cisco College compete in Region 5 of the National Junior College Athletics Association. All sports compete at the Division 1 level and offer partial to full athletic scholarships.

*Baseball:* The Cisco College baseball team plays in the North Texas Junior College Athletic Conference, in which the Wranglers regularly make the conference playoffs. The college athletic facilities in Cisco include a baseball field, an indoor hitting facility and a large, well-appointed field house.

*Basketball:* Cisco College offers women’s basketball, playing in the North Texas Junior College Athletic Conference. The team is international in character, attracting students from around the world each year. Home basketball games are played on the Cisco campus in the Schaefer Hall gymnasium.

*Football:* The Wrangler football team plays in the Southwest Junior College Football Conference. Home games are played on Chesley Field in Cisco, Texas, and the team has access to an indoor training facility located beside Chesley Field, as well as a field house and practice field on the college campus. As one of the first integrated two-year football teams in the state of Texas, Cisco College Football has a history of providing qualified athletes an opportunity to showcase their talent.

*Rodeo:* Cisco College co-ed Rodeo team competes in the in the Southwest Region of the National Intercollegiate Rodeo Association. The rodeo team is based at the Cisco Campus.

*Soccer:* Cisco College offers women’s soccer playing in the North Texas Junior College Athletic Conference. The soccer team is based at the Cisco Campus in Cisco, Texas.

*Softball:* The Cisco College softball team plays its home games on the college softball field, located just south of the field house. Wrangler softball plays in the North Texas Junior College Athletic Conference.

*Volleyball:* The Cisco College volleyball team plays in the North Texas Junior College Athletic Conference. The team has recently enjoyed success through the conference and into the playoffs. The team plays its home games in the Schaefer Hall gymnasium.
Meat Judging
The first Intercollegiate Meat Judging Team in Cisco College history began in 2014, and is a large priority for the Agriculture Department. The Cisco College Meat Judging Team is a member of the American Meat Science Association (AMSA). Meat judging is a scientific based event that requires hard work and dedication. Students learn beef, pork, and lamb carcass evaluation, value based pricing, as well as cut class evaluation for pork hams, center-cut pork loins, beef ribs, beef short loins, beef full loins, beef rounds, and various processed meats. Students also learn yield and quality grading of beef.

Cisco College competes in the A-Division against several other colleges and universities. Participation in Meat Judging provides a student with the ability to network with agriculture professors from across the United States as well as industry leaders. Students have exposure to internship opportunities and job opportunities upon graduation. Meat judging helps to build character by teaching students an advance skill set such as time management, decision making, communication, leadership, and self-confidence.

Ranch Day
Ranch Day was organized by the first class of Cisco College in 1941. It is an annual event held in the spring. The western theme is carried out in decorations, clothing, ranch-style meals, games, contests, a street dance, a rodeo and other western entertainment.

Recreational Sports
The purpose of the recreational sports program is to meet the needs of students, faculty, and staff members through a comprehensive campus recreation program associated with the guidelines of the National Intramural Recreational Sports Association, (NIRSA). These guidelines can be found at www.NIRSA.org.

Wrangler Band
The Wrangler Band is open to any student with previous instrumental experience. The band performs throughout the year at sports activities, concerts and various other programs. The band has appeared in eight Macy’s Thanksgiving Day Parades in New York City.

Wrangler Belles
The Cisco College Wrangler Belles is a dance-drill team. They perform at college football and basketball games, parades and on tours, accompanied by the Wrangler Band. They have been featured on national television several times in Macy’s Parades in New York, the Apple Blossom Festival in Washington and the “Stars and Stripes Special” on NBC. Membership is by application and/or audition.

Wrangler Cheerleaders
The Cisco College Wrangler Cheerleaders is a co-ed cheer group that promotes spirit and enthusiasm by supporting many athletic events as well as special events in the community. Team membership is by application and/or audition.
Wrangler Day
Wrangler Day is an annual spring semester event which was created to foster community on the Abilene Educational Center campus. Wrangler Day has a western theme; featuring a chili cook-off, food, games, and agricultural activities. This event was designed to create a sense of community for students within Cisco College’s commuter campus located in Abilene, TX.

Student Organizations
Blue Jackets
Blue Jackets is an organization founded for the formal purpose of group service. Striving to maintain a wholesome spirit of loyalty among students, Blue Jackets aid any other organization that may call upon them for service while promoting the policies of the institution. Members wearing blue jackets serve as symbols of service on the Cisco College campus. Individuals may join the group by invitation after completing one full semester of at least 12 semester hours, with a minimum GPA of 3.0.

Food for Thought Food Pantry
The Cisco College food pantry is a student-led service organization that partners with the community to support Cisco College students in need. Food pantry hours are posted on the college website.

Phi Theta Kappa
Founded in 1918, Phi Theta Kappa (PTK) recognizes two-year college students with excellent scholarship and character. Phi Theta Kappa is committed to providing enrichment in four hallmarks: scholarship, leadership, service, and fellowship. Since its inception, the society has grown from a handful of chapters in Missouri to almost 1,200 chapters and 120 alumni chapters in all 50 states and abroad. Texas has approximately eighty chapters in its region. The Cisco College chapter of Phi Theta Alpha Gamma Gamma.

To be inducted as a member, the Alpha Gamma Gamma Chapter of Phi Theta Kappa requires a 3.5 cumulative grade point average and at least 12 earned associate degree credit hours at Cisco College. Members must maintain a 3.0 GPA. If members fall below the maintenance grade point average, they have one semester of academic probation before membership is revoked.

Student Government Association
The purpose of the Student Government Association (SGA) is to represent the Cisco College student body, to initiate and sponsor campus activities and to promote school spirit. The SGA is composed of an elected president, vice-president, secretary, treasurer, freshman and sophomore class officers, a faculty or staff advisor and any student who wishes to be active in campus activities.

Wrangler Express
The Wrangler Express is a student-led news publication published each semester that seeks to inform the college, alumni, and public about the people and events at Cisco College. The Wrangler Express is
open to all students and faculty who express an interest in communications and journalism, and desire to become more involved in the life of the college. The Wrangler Express is available on the college website.

Clubs
Cisco College has many special interest clubs and organizations to enhance the college and educational experience of students. Active clubs can be found on the college website.

Agriculture Club
The Cisco College Agriculture Club is an organization dedicated to preparing students for career in agriculture. Students volunteer, and organize community outreach events each semester.

Global Leadership
Global Leadership is an open-invitation student group of internationally-minded members working to promote inclusiveness and service.

Science Club
The Science club is an open-invitation group for any student interested in science, including botany, zoology, chemistry, astronomy, and geology.

Residence
Cafeteria
The college cafeteria is located in the north end of Wrangler Hall and operates during the fall and spring semesters only. It follows the official college calendar and closes for all holidays. The cafeteria serves three meals per day Monday through Friday and two meals on Saturday and Sunday. Students requiring a special diet should submit a note from their physician and a copy of the diet to the Business Office.

Residence Halls
Cisco College has facilities on the Cisco campus to house both male and female students. At the present time, six air-conditioned residence halls will house approximately 355 students. Each hall is under the supervision of a residence hall supervisor who has the responsibility of ensuring that campus life is supportive of the educational purpose of the College. Residence Halls open shortly before the beginning of the fall and spring semesters and close on the last day of finals. Residence Halls are not open during winter and spring break or the summer semesters. A Residence Hall Handbook is provided within the Student Handbook and available on the Cisco College website under Student Life.

Room Application
The application for a residence hall room may be found on the Cisco College website or obtained from the Student Life Office. A fee is required to reserve a residence hall room. Please see the Residence Hall Application for policies regarding this fee.
Room and Board
Room and board are required for all resident students. Room and board payment is due at the time of registration; however, arrangements may be made with the Business Office if installment payments are desired. If withdrawal occurs during the semester, room and board may be prorated.

Campus Safety
The Campus Safety Department works to provide students and employees a safe working and learning environment. The department assists both the Cisco campus and the Abilene Educational Center (AEC) in meeting this goal. It is the intention of the department to meet this goal with health and safety planning and with training at both facilities for students, faculty and staff. The Campus Safety Department also provides security staffing at the Cisco campus and assists the off-duty officers at the AEC. The Campus Safety Department does not replace other emergency response organizations; it works with them to enhance their ability to provide service to Cisco College campus communities.

Title IX and Non-Discrimination
The College is committed to maintaining and strengthening an environment founded on civility and respect. The College also is committed to providing programs, activities, and an educational environment free from sex discrimination. Under certain circumstances, sexual misconduct may constitute sexual discrimination prohibited by Title IX. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of reports of Sexual Misconduct.

Federal and state anti-discrimination laws ensure equality in education and provide for the following:
- Students have the right to equal learning opportunities in their schools.
- Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender identity.

Cisco College takes allegations of sexual harassment seriously and investigates all reports. Title IX and nondiscrimination refer to federal and state anti-discrimination laws that ensure equality in education. Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited. For more information, consult the Student Handbook online or contact the Title IX Coordinator, 101 College Heights, Cisco, Texas, or call (254) 442-5022

Student Regulations
Academic Integrity
It is the intent of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly
performed is regarded by the faculty and administration as a serious offense and subjects the offender to disciplinary action. The Student Handbook contains a list of academic integrity definitions and violations.

**Class Attendance**

Prompt and regular class attendance is considered necessary for satisfactory work. It is the responsibility of the professor to certify course rosters and keep an accurate and comprehensive record of attendance including first and last dates of attendance. Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination or participation in group or online discussion. For Health Sciences/Allied Health Certificate and Degree programs, please refer to each program’s student handbook regarding attendance and grades in respective areas.

Eligibility for federal student aid is, in part, based on the student’s enrollment status for the term in which they are enrolled. Federal regulations require that students attend all classes in order to receive federal financial aid funds.

A student receiving no grade higher than “F” due to non-attendance will be required to repay a portion of federal financial aid unless the instructor can document that the student attended class through the 60 % date of the enrollment period. It is important to consult the Financial Aid Office before dropping or stopping attendance in class. The 60% dates for the current academic year can be viewed by clicking the Loan Disbursement & Refund Dates link on the Cisco College financial aid webpage.

Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of “F.” The student will receive a grade of “W” for the course if withdrawn before the “last day to drop with a “W,” and an “F” if withdrawn after “the last day to drop with a “W.”

Cisco College recognizes that absence from class may occur due to illness or major injury, hospitalization, bereavement, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity authorized by the Vice President of Instruction. When absences occur due to the above-stated reasons, the student must alert the professor immediately and is allowed to make up work missed; the professor may require the work to be made up within two weeks from its original due date. If a student misses one more than the allowed number of absences, the professor may drop a student from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

During a regular Fall or Spring semester, the following allowances apply:

- For a class that meets three times per week, a student is allowed six absences.
- For a class that meets two times per week, a student is allowed four absences.
- For a class that meets one time per week, a student is allowed two absences.
- For an online or hybrid class, a student may be dropped after he/she fails to access the course web site and/or participate in the class for a two-week period, and the professor deems the student to be failing.

During a summer I, summer II, eight week semester, or mini-semester the following allowances apply:
• During a summer I or II face-to-face class, a student is allowed two absences. Upon the third absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.
• During a summer I or II online or hybrid course, a student may be dropped after he/she fails to access the course web site and/or participate in the class after one week, and the professor deems the student to be failing.
• During a or during a Fall or Spring eight-week course, a student is allowed two absences. Upon the third absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.
• During any mini-semester face-to-face or summer night class, a student is allowed one absence. Upon the second absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.
• During any mini-semester online or hybrid courses, a student may be dropped after he/she fails to access the course web site and/or participate in the class after three days, and the professor deems the student to be failing.

Three tardies may constitute an absence. Absences immediately before or after a holiday may be counted as double absences.

Classification
A freshman student is one who has earned less than 30 semester hours of credit before registration. A sophomore student is one who has earned from 30 to 64 hours of credit. A student enrolled in 12 or more semester hours is classified as a full-time student.

Conduct
A student who completes registration pledges to obey all college regulations. Any recognized misconduct, violation of regulations, or unacceptable behavior will be grounds for disciplinary action by the College. A student may be placed on probation or may be suspended from the College for violation of college rules, regulations, and/or policies.

Final Examinations
The final examination schedule will be posted on the college website each semester. Final exams cover the work of the entire semester and assess the student's ability and growth. Exam length is planned so that students can finish in approximately two hours.

Deviation from the published final exam schedule is not allowed without approval of the Vice President of Instruction. Students seeking to take a final exam outside of the scheduled exam time are responsible for providing appropriate justification to their professor to be included in the request for approval from the Vice President of Instruction.

Final Exam Exemptions for Graduating Sophomores
Final examinations for the spring semester will be waived for sophomores who meet graduation requirements and who participate in the graduation exercises. The Director of Enrollment Services/Registrar will provide a list of graduating sophomores prior to final exam week and commencement exercises.
Final exam exemptions are available only for students in academic program courses. Exemptions are not available for students in Health Science programs.

Grades

Semester Grade Reports

Final grade reports showing all grades will be made available online at the end of each semester through Campus Connect on the College website (www.cisco.edu) to students who do not have a “hold” on their records. Grades and values are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value**</th>
<th>Grade Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>2</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Dropped Course</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

*Policies on the transferability of the grade D may vary from one college to another.

**Some degree and certificate programs use alternative grade values. These programs specify grading values in the program descriptions. See program specific handbooks.

The grade of Incomplete (‘I’) is never given in lieu of and F or W. An I is reserved for situations when a student’s work is satisfactory in quality but due to extraordinary circumstances beyond his/her control, it has not been completed. The instructor of record will decide what constitutes extraordinary circumstances. To remove an ‘I’ from an official record, a student must satisfy all course requirements no later than the end of the next long semester. Failure to meet this deadline will result in the ‘I’ being changed to a grade of ‘F.’

To earn credit in a course, a student must earn a semester grade of not less than ‘D.’ Health Sciences students must make at least a “C” in all required courses in order to progress in the program.

Scholastic Standards Policy

Minimum GPA Requirements

All students are expected to make reasonable scholastic progress. Cisco College degree and certificate plans require a GPA of 2.0 or higher for graduation. A student is considered in good standing as long as they maintain a minimum cumulative GPA of 2.0. Scholastic probation or suspension will result for students who do not meet this GPA standard.

Scholastic Probation – A student who fails to maintain a cumulative GPA of 2.0 or higher will be placed on scholastic probation. A student on scholastic probation will be allowed to enroll in classes but must maintain a 2.0 GPA or higher in each subsequent semester.
**Scholastic Suspension** – A student on scholastic probation who fails to maintain a 2.0 GPA or higher in any subsequent semester will be placed on scholastic suspension (pre-registered students placed on scholastic suspension will be withdrawn from classes). A student on first scholastic suspension will not be allowed to attend Cisco College the next long semester. A student on scholastic suspension for a second time will not be allowed to attend Cisco College for a full academic year.

**Scholastic Dismissal** - A student who is placed on Scholastic Suspension for the third time will not be allowed to re-enter the College unless special permission to re-enter is authorized by the Admissions Committee.

A student placed on scholastic suspension who feels there are extenuating circumstances sufficiently unusual to deserve consideration may present their case to the Director of Enrollment Services/Registrar for referral to the admissions committee which may make an exception to the scholastic suspension policy guidelines.

**Student Load Limits**

The normal student load for a long semester (i.e., fall or spring) consists of 16 to 18 credit hours of coursework. The minimum number of credit hours to be considered a full-time student is 12 credit hours in a long semester. Under exceptional circumstances, students whose grades during the preceding long semester have not been below ‘B’ in any course may take more than 18 credit hours. The normal student load for a mini-semester is three credit hours. Students whose grades during the preceding long semester have not been below ‘B’ in any course may take up to six credit hours. The normal student load for a Summer I/II term is six hours. Students whose grades during the preceding long semester have not been below ‘B’ in any course may apply to take more than six hours. Approval authority for exceeding a normal student load rests with the Vice President of Instruction.

A semester credit hour is equivalent to one hour a week of class for a semester of sixteen weeks. Each lecture hour presupposes a minimum of two hours of outside preparation on the part of the student.

**Textbooks**

All classes require the use of supplies and learning tools, which may include textbooks, workbooks, e-books, online labs and workshops and/or electronic support equipment (Flash drives, CDs, etc.). The college maintains a bookstore on each campus for convenience where students may usually obtain all course materials. Both bookstores sell new and used textbooks, based on their availability and adoption for use. At the end of the semester, the bookstore may purchase used textbooks from students if those books will be used for classes the following semester.
Student Services & Support

Academic “Fresh Start” Policy
Students who have interrupted their college careers for a period of at least ten consecutive years and who have returned to college may, before completing their first semester of classes, declare academic fresh start. Under this policy, all college-level work done at an earlier date is eliminated from computation of the GPA, and none of it can be applied toward a degree or for credit at Cisco College. Such work, however, will not be removed from the student’s scholastic records and transcripts.

NOTE: Academic Fresh Start is not needed for work completed at another college or university.

Academic Recovery
Academic Support programs reach out to students who have not had success at Cisco College thus far. With the Academic Recovery program students will work on a personal Academic Improvement Plan and commit to righting their academic course. Individual work with Success staff, connections with the appropriate resources, and continuous monitoring go a long way in mending a broken record. Students who feel they have not found the success they would like should contact Student Success or Counseling staff to create a recovery plan.

Counseling Services
The Counseling Office offers a range of services to support the student services mission of Cisco College. The Office is under the supervision of the Vice President of Student Services and has as its goal to provide services and assistance to support students in the attainment of their educational goals. Some of the services provided to students are course advisement, testing and placement, career and personal counseling, orientation and disability services.

Career Services
Career Services works to assist students in achieving their career target. The career services counselor is available in the Information Office area on the Abilene Campus to help students to make decisions and to pursue their careers after college. Career services can assist students and alumni to evaluate their interests and skills, to set goals, and to research occupations in light of their interests, proficiencies, and goals. The Career Services goal is to help students and graduates develop lifelong career planning skills that they can utilize long after they leave the campus.

Career Services offers:
- Interview Preparation
- Strong’s Interest Inventory Assessment & Interpretation
- Career Exploration & Planning
- Occupations & Employment Readiness Information
- Cover Letter & Resume Assistance/Review
- Interview Preparation
- Job Search Assistance
- Job Board Postings & Updates
- Personal Counseling
Counselors are available to provide short-term assistance to help students address issues that may be hindering them from succeeding in college. There is no charge for this service, but the counseling is limited and, in some cases, a student will be referred to community resources to better address his/her issues.

Dean’s List
The Dean’s List is published after each regular semester. Eligibility is determined by (1) a GPA of at least 3.5 and below 4.0; (2) no grade lower than a ‘C’; and (3) enrollment in at least 12 semester hours of academic work or a full-time technical program. The GPA is determined by dividing the total points earned by the number of hours attempted. Developmental coursework will not count toward this recognition.

Dual Credit
Dual credit allows high school students to earn college credit and high school credit concurrently. Cisco College partners with many regional high schools to deliver a quality college education for a fraction of typical college and university tuition costs. Dual credit serves to expand academic options for college-bound students and familiarize them early with college curriculum and expectations. Dual enrollment obtaining credit at either Cisco College campus. All college and academic policies and procedures apply to dual enrollment courses and all dual enrollment courses are identical to on-campus college courses in rigor and content.

For questions related to dual credit eligibility and admissions, or other general info, see the Dual Credit pages on the college website or contact the Director of Dual Credit Programs. A full list of locations where Cisco College offers dual credit courses and the Dual Credit Handbook are also available online.

Library Services
Cisco College Libraries offer students, faculty, staff, and Eastland County residents access to over 24,000 print materials including reference, books, movies, journals, and magazines. Maner Memorial Library on the Cisco campus holds several special collections. The Texas Collection consists of books about the Lone Star State and/or books written by Texas authors. The Randy Steffen Collection includes the artist's print reference collection as well as original works of art, reproductions and memorabilia. The libraries are equipped with internet connected computer labs and workstations that allow students to use our extensive online databases and electronic book collection. Also provided at each of the libraries are reference librarian services, in-depth research interviews, library research skills classes, and access to Cisco College’s Online Public Access Catalog (OPAC) through the Cisco College Library web page. Additional services include wireless access, media services, study areas, and copy and scanning services. Maner Memorial Library on the Cisco campus houses an interactive television classroom.

Students and faculty can request holdings from either the Maner library or Abilene branch. Requests of materials from alternate sites will take approximately 48 hours to become available. Millions of additional items may be accessed through the use of the Inter-Library Loan system (ILL). Requests may be placed online or through a librarian. Faculty may place course materials on reserve through either library. Students may access these materials through the circulation desk. A Cisco College photo ID card is necessary to check out any items from the libraries.
Both library locations work together to offer Cisco College students, faculty, staff, and community residents with a complete and professional library service and experience. More information including contact information for the librarians can be found on the Cisco College website or by directing questions in Cisco to the Maner Library staff at (254) 442-5182 or to the Abilene Library staff at (325) 794-4481.

President’s List
The President’s List is published after each regular semester and includes the names of all students who achieve a 4.0 GPA and are enrolled in at least twelve semester hours of academic courses or a full-time technical program. Developmental coursework will not count toward this recognition.

Disability Services
Cisco College provides appropriate accommodations to qualified students in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) act of 1990. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the Disability Services Coordinator as early as possible. Early notice is required to prepare for and provide special accommodations by the first week of class.

Student Success Programs
Academic Support programs come in all shapes and sizes, but always with one goal in mind: the academic success of students. Cisco College expands programs and upgrades facilities with that goal in mind. While Academic Support Programs seek to find innovative ways to serve each year, the following are currently available to Cisco students.

Early Alert/Academic Intervention
The EA/AI program is designed to allow instructors to report students who are falling behind in class or who they believe need some help in reaching their goals. If a teacher sends a student name in through this system, Success Programs will reach out to assist the student.

Seminars & Workshops
Group workshops and seminars on campus have included such topics as time management, learning styles, effective classroom skills, and the benefits of a college education.

Tutoring
Nothing is more foundational to a student or an institution than a strong tutoring program. Tutoring is available on both campuses: Room 114 on the Abilene Campus or Schafer Hall Room 3 on the Cisco Campus. Tutoring is free to all students, and no appointment is necessary. Online tutoring is available via Upswing@cisco.edu/onlineturtoring

Veterans Services Office
The Veterans Services Office serves as the initial point of contact for Veterans and Dependents to use their VA Educational Benefits. The office is located in the counseling area of the AEC. While pursuing their education goals, the Veterans Services Office serves as a safe place, support resource, financial aid advisor,
and friend. The Veterans Services Specialist serves as the School Certifying Officer to the VA verifying the classes and schedules of for any student considered a covered individual and using educational benefits. See Veterans Financial Assistance for information on using educational benefits.

Math Center
The Math Center provides in person and online Zoom tutoring. Professors and peer tutors are available for College Algebra, Contemporary Mathematics, Statistics, Precalculus, Calculus, and more. The Math Center is located in Schaefer Hall, Room 3, on the Cisco campus and Room 114 at the Abilene Educational Center. QR codes will be posted at the tutoring locations to access Cisco and Abilene schedules, online lesson tutorials, calculator rental, and other learning resources.

Writing Center
The Department of English offers one-on-one instruction in writing for all Cisco College students, free of charge. All Writing Center instruction is delivered by college English instructors, and these instructors are able to help with essays and writing assignments from all disciplines. The Cisco campus Writing Center is located in the Maner Memorial Library and the Abilene Educational Center Writing Center is located in Room 122. Schedules vary each semester and will be posted outside each location and accessed via Canvas.