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Associate Dean, Admissions, Registration & Records

Central Texas College District at <u>www.ctcd.edu</u>

FICE Code-004003. OPE ID-00400300. CEEB Code-6130. ACT Code-4081.

Parchment[®] is acting on behalf of Central Texas College (CTC) in the delivery of academic transcripts from CTC to other colleges, universities, third parties, and students.

Transcript Department: outgoing.transcripts@ctcd.edu; Fax (254) 526-1111, Phone: (254) 526-1372.

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

Calendar: Fall and Spring semesters are 16 weeks each with first- and second 8-week classes offered. Summer I semesters are 5 ½ weeks with 10-week classes offered. Summer II semesters are 5 ½ weeks. Other 8-week and shortened classes may be offered.

Semester Credit Hours: The unit for credit courses is a semester credit hour (SCH). Example: A 3-SCH course contains 45- 48 contact hours made up of 50 minutes per contact hour. Courses taught in fewer weeks must have the same number of contact hours. Nontraditional courses (i.e. online and blended) have the same learning outcomes to an equivalent traditionally delivered course.

Course Numbering System: 3 digits were used 1967 to 1981: 1^{st} digit = 1-Freshman, 2-Sophomore, 2^{nd} digit = semester credit hour value, 3^{rd} digit = unique course identifier. After 1981 CTC began using 4-digits: 1^{st} digit = Courses beginning with a 0-Developmental, 1-Freshman, 2-Sophomore, 2^{nd} digit = semester credit hour value, 3^{rd} and 4^{th} digits = unique course identifier.

Grading System: CTC uses a four-point grading system.				Academic Fresh Start: Section 51.931 of the Texas					
Grade		Quality	Used in	Education Code allows a Texas resident applying for					
		Points	GPA	admission/readmission to CTC who has academic					
А	Excellent	4	Yes	course work taken 10 or more years prior to the					
В	Good	3	Yes	planned enrollment to have those credits ignored					
С	Average	2	Yes	for academic GPA computation.					
D	Passing, Unsatisfactory	1	Yes						
F	Failure	0	Yes						
I	Incomplete	0	Yes	Not used after Summer II 2001					
IP	Incomplete, In Progress	0	No	Effective Fall 2001; turns to FI after 110 days					
Р	Completed	0	No	Analysis May be used in competency-based, modular					
NC, N	No Credit	0	No	instruction and developmental courses.					
X, XN	Nonattendance, Incomplete*	0	No	$\stackrel{<}{\scriptstyle{<}}$ *X and XN not used after Summer II, 2017.					
CR	Credit, Evaluated	0	No	Effective Fall 1973					
W	Withdrew	0	No	Effective Fall 1973					
WP	Withdrew Passing	0	No	Not used after Summer 1972					
WF	Withdrew Failing	0	No	Not used after Summer 1972					

Grade Point Average (GPA): Student GPA is calculated by dividing the sum of the earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA. Only coursework taken at CTC is included in the GPA.

Repeated Courses: Repeated courses are marked with a (R) next to the course under the GPA column. Prior to Fall 2016 the last grade earned was used in computing the CTC GPA. Since Fall 2016 the highest grade earned is used in computing the CTC GPA. A CTC grade can only be replaced by repeating the same course at CTC. Both grades remain on the transcript.

Transfer Credits: Prior to Fall 2001 transfer credits were shown as the number of semester credit hours accepted from each institution. Since Fall 2001 transfer college credit courses appear on the transcript based on transfer credit policies in the official CTC Campus catalogs.

Eligible to Re-Enroll: Eligibility to enroll is based on academic probation, suspension, and dismissal institutional policies. Eligibility to re-enroll for reasons other than academic or financial are based on institutional policies and Section 51.9364 of the Texas Education Code. Refer to CTC catalog at www.ctcd.edu.

Continuing Education (Noncredit) Units (CEUs): No grades in a traditional manner are recorded. Completion is indicated as a "P" and Non-Completion as a "N". Only CEU courses eligible for individual CEU award are recorded.