

ACADEMIC POLICIES

This section contains information about the general academic policies of the college. Students should review this information carefully when they enroll for courses at KC.

Academic Honesty Statement

It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate scholastic dishonesty. Plagiarism and other forms of academic dishonesty undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the *Kilgore College Student Handbook* available in the Office of the Vice President of Student Development, located in the Devall Student Center. Phone (903) 983-8189.

Civility Statement

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate or distracting classroom behavior is prohibited in order to assure that everyone has opportunity to gain from time spent in class. Should a disruptive classroom incident occur, the faculty member in charge may remove the student on either a temporary or permanent basis. Students have the right to appeal through the appropriate channels.

Access to Student Records

The federal Family Educational Rights and Privacy Act of 1974 protects the privacy of educational records, establishes the right of students to inspect or review their educational records, and provides guidelines for the correction of inaccurate or misleading data. In compliance with this act, the college may release to the general public the following types of directory information without the written consent of the student: (1) student's name, address, telephone listings, (2) date, place of birth, (3) classification, (4) major field of study, (5) dates of attendance, awards received, degrees earned, and (6) previous educational institutions attended. By making a written request to the Registrar's Office, the student may request that any or all of this information be withheld from the public.

Transcript Regulations. The Registrar's Office issues official transcripts according to the provisions of the federal Family and Educational Rights and Privacy Act of 1974. This office will not honor a transcript request without the student's signature unless the transcript is being sent to another college for educational purposes. During peak periods such as during commencement and registration, the student should make transcript requests three weeks in advance. Receiving institutions require official transcripts from each institution a student has attended, even though transfer work may be posted to the KC transcript for reference. The student must clear all financial and other obligations to the college before the college will release the transcript.

Kilgore College Permanent Record. Each Kilgore College student enrolled in credit courses beyond the official reporting date of any semester or term establishes a permanent record. A student's permanent record may include personal and academic information.

Student permanent records are housed in the central computer system and in other permanent storage. The central computer system staff is responsible for

the technological maintenance of permanent records, and the Registrar's Office staff is responsible for on-line updates to student permanent records.

A transcript (copy) of the permanent record may be obtained from the Registrar's Office at no charge.

Student Classification

The student's classification is based on cumulative hours passed (not counting hours currently enrolled.) A student is classified as follows:

Freshman	Student who has 0-29 semester credit hours
Sophomore	Student who has 30-60 semester credit hours
Unclassified	Student who has 61 or more semester credit hours
Part-time	Student enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term
Full-time	Student who is enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

Note: In order to meet Federal Student Loans Program Enrollment Certification requirements at KC, any student who is enrolled in a major which has a major code of +8021 or +80212 and who is enrolled for 6-11 hours, which must include courses entitled NURS or RNSG and which relate to clinical experience as defined by the Dean of Math, Science and Health Science, will be considered as a full-time student at KC. This policy applies only to those students who have federal student loans and is only for enrollment certification for student loan requirement. The policy does not apply to any other federal or state grant program at KC.

Course Credit

Course credit is based on the semester hour unit. A typical lecture course that meets three times each week during a long semester would carry three semester hours of credit while a course that meets more hours during the week or has an assigned laboratory may carry four or more hours of credit. The second digit in the course number indicates the number of semester hours that a student is granted for successfully completing that course.

Course Transfer

Transfer of Credit to KC. Transfer of credit from another college or university to KC involves consideration of accreditation, comparability of course work, and applicability of that course work to a KC degree program. Transfer work for students who already have a college degree, or for those not seeking a degree, may not be evaluated. The college will receive transfer credit from another college or university according to the following guidelines:

1. Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to KC from colleges and universities accredited through recognized regional accrediting associations. It is not the policy of KC to transfer credits from any institution not so accredited.
2. The college will consider course work completed at colleges and universities outside the U.S. on an individual basis.
3. A student attempting to transfer credit from another accredited college or university must furnish Kilgore College with an official transcript(s) prior to the end of the student's first academic term. Upon receipt of the official transcript(s), the Registrar's Office will complete a course-by-course evaluation as needed and furnish the student with a copy of the evaluation no later than the end of the first academic term in which the student is enrolled. If an official transcript(s) is not received as stated above, the student will not be allowed to re-enroll until the information is provided.

4. Transferred coursework may be posted to a KC student transcript for reference, but transfer grades are not included in the KC grade point average calculation.
5. Kilgore College accepts credit earned at other institutions by advanced placement examinations or through experiential learning under the same conditions as credit earned by traditional course work.

Transfer of Credit from KC to Other Colleges and Universities. Transfer of credit from KC to other colleges and universities is usually accomplished without difficulty. It is the responsibility of the student, however, to determine prior to registration if the courses will transfer. Transfer of specific courses normally depends upon the applicability of the completed work toward a degree plan specified by the receiving college or university. Therefore, the student should plan any KC program of study to parallel, as nearly as possible, the requirements of the program at the college or university to which the student plans to transfer. A library of catalogs of most colleges and universities to which students might want to transfer is available in the Counseling Center. The Counseling Center maintains course articulation or conversion charts for many Texas institutions of higher learning. These cross-reference charts enable the students to determine the course equivalent at the college or university to which they plan to transfer. Counseling assistance is available to students who want more information about transferring to another college or university.

Note: Senior institutions treat transfer grades in various ways. While the grade “C” is usually considered minimal for transfer, the specific average required varies with the admissions policy established by the receiving institution. Some colleges and universities accept “D” grades if the student’s overall grade average is “C” or better. Certain institutions require that the student repeat any course in which the student earned a “D” grade; some receive the “I” as an “F” grade.

Guarantee for Transfer Credit. If any student completes the KC Core Curriculum, any Texas college or university is required to accept it in total. KC guarantees to its Associate of Arts, Associate of Science, Associate of Arts in Teaching graduates and to other students, who have met the requirements of a 62/63-credit-hour transfer plan, the transferability of course credits to those Texas colleges or universities that cooperate in the development of KC Articulation Guides. If such courses are rejected by the college or the university, KC offers the student tuition-free alternative courses which are acceptable to the college or university.

Special conditions that apply to the guarantee are as follows:

1. Courses must be identified by the receiving university as transferable and applicable in Kilgore College Articulation Guides dated 1991-92 or later.
2. The catalog of the receiving institution states the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability.
3. The guarantee applies to courses included in a written transfer plan that must be filed with KC. The plan includes the institution to which the student will transfer the baccalaureate major, degree sought, and the date such a decision was made.

Transfer Dispute Resolution. Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published in a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Lower-Division Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and/or its guidelines.
3. 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 institution whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.
4. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution.

Non-Traditional Credit

Students admitted to KC may earn academic credit for learning achieved through experiences that they have completed before enrolling. The college assesses a fee for administering departmental examinations and a fee for posting to the transcript credit awarded.

Credit for Experience. Credit may be awarded toward completion of an Associate of Applied Science degree or a Certificate of Completion for learning achieved through experiences outside typical educational settings when it is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experiences. Virtually all credit granted for experience must be validated through a departmental examination. To inquire if an appropriate departmental examination is available, students seeking credit for experience should contact the appropriate Division Dean. In exceptional cases, as determined by the Division Dean, where credit is awarded without validation through a departmental examination, the request for credit must be supported by official and verifiable documentation. A minimum of 15 semester hours in residence must be completed before credit is posted and a degree or certificate is awarded. Generally a maximum of 24 semester credit hours may be awarded toward the Associate of Applied Science degree while a maximum of 15 credit hours may be applied toward a Certificate of Completion. The symbol

“CR” (credit), rather than a grade, will be posted to a transcript. Generally, the minimum grade equivalent of “B” must be earned on an examination in order for “CR” to be awarded. Unsuccessful attempts are not recorded on the transcripts.

KC may consider awarding of credit for experience in the following instances:

1. Military training and experience
2. Selected work experience in business and industry
3. Professional certificates, licenses, and credentials such as FAA licenses, real estate licenses, cosmetology licenses, and other recognized credentials
4. Learning achieved through proprietary schools, apprenticeship, or other in-house training
5. Learning achieved through noncredit workshops, seminars, and conferences
6. Other experiences with appropriate documentation

Credit by Examination and for Advanced Placement. Students may earn course credit by demonstrating specified achievement on nationally recognized tests offered through the College Board of New York or through KC departmental examinations. These examination options include College Board Advanced Placement examinations, College Board Achievement Tests, subject examinations of the College Board College Level Examination Program (**CLEP**), and KC departmental examinations prepared, administered, and scored by KC faculty. KC administers CLEP on a regular basis. The College Board Advanced Placement examinations are offered only at selected high schools in May of each year. Additional information concerning credit by examination is available from the Registrar’s Office, the Testing Center on the Kilgore campus, and the counselor’s office at KC – Longview.

The following rules and conditions apply to earning credit by examination and advanced placement at KC:

1. Credit by examination and advanced placement are available both to incoming students and students currently enrolled.
2. Scores earned on national examinations should be sent to KC. The student must notify the Registrar’s Office to accept or decline the credit.
3. The symbol “CR” (credit), rather than a grade, will be posted to a transcript. Generally, the grade equivalent of “B” or “A” must be earned on an examination in order for “CR” to be awarded. Unsuccessful attempts are not recorded on the transcript.
4. KC will not award credit by examination for courses in which a student is currently enrolled, courses which a student has previously failed, or courses which are prerequisite to courses for which the student has already earned credit.
5. A student may earn a maximum of 24 credit hours through credit by examination. An exception to this rule exists where the college awards credit for prior education or training received in an accredited health occupations program. Additional details are provided under “Advanced Placement in Health Occupations,” KC will award credit only after the student enrolls at the college and earns 15 credit hours through classroom instruction.

6. Credit by examination or advanced placement is not applicable toward determination of scholastic standing or academic honors. Likewise, credit hours earned through credit by examination or advanced placement will not satisfy requirements for minimum hours in residence that the student must earn at KC for a certificate of completion or a degree.
7. The receiving college or university determines transfer of courses earned through credit by examination. KC urges the student to verify transferability with the college or university to which the student intends to transfer.

Credit-By-Examination Options

1. **College Board Advanced Placement Examinations.** Potential college freshmen may earn course credit through the College Board Advanced Placement Program examinations offered at selected high schools in May of each year. Students enrolled in Advanced Placement (AP) courses or honors courses qualify for these examinations. Students who take these examinations should have the College Board forward their scores to the Registrar's Office, Kilgore College, 1100 Broadway, Kilgore, TX 75662-3204. Students will not receive test results from College Board until mid-July. AP examinations for which students may earn KC course credit include the following:

AP Exam	Minimum Accepted Score	KC Course	Credit Hours Granted
American History	3	HIST 1301 or 1302	3*
American Govt. & Politics	3	GOVT 2305	3
Biology	3	BIOL 1406 or 1408	4
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413 & 2414	8
Chemistry	3	CHEM 1406 or 1411	4
Computer Science A	3	COSC 1336	3
English Lang. & Comp.	3	ENGL 1301	3*
English Lit. & Comp.	3	ENGL 1302	3*
English Lit. & Comp.	4	ENGL 1301 & 1302	6*
Foreign Language	3	SPAN 1311	3
Foreign Language	4	SPAN 1311& 1312	6
Physics B	3	PHYS 2425	4
Statistics	3	MATH 1342	3

* A student may earn credit by examination for only one American history, biology, or chemistry course. Credit for one course must be earned, by law, through classroom instruction. The student must qualify on both the objective and essay parts of the English exam.

2. College Board Achievement Tests. In conjunction with the Scholastic Aptitude Test (SAT), College Board Achievement Tests are administered at sites across the nation on national test dates from October through the first week of June. High school counselors and college counselors have a bulletin containing test dates and registration information. KC accepts the following achievement tests for course credit:

Achievement Test	Minimum Accepted Score	KC Course	Minimum Accepted Score
Chemistry	600	CHEM 1411	4
English Composition (with essay)	*600	ENGL 1301	3
Spanish	600	SPAN 1311	3
	700	SPAN 1311 & 1312	6

3. College Level Examination (CLEP) Program. The College Level Examination (CLEP) Program is designed primarily to evaluate non-traditional, college-level education such as independent study or correspondence work. Students may utilize CLEP, however, as a means to demonstrate achievement in more traditional educational settings. Although KC does not accept scores for CLEP general examinations, the college may grant credit for specified CLEP subject examinations. For test dates and deadlines, call the Testing Center at (903) 983-8215 or e-mail testing@kilgore.edu. Students may obtain registration forms from the KC Testing Center, or at www.kilgore.edu/testing.asp. The following are CLEP subject examinations for which a student may earn KC credit:

CLEP Subject Exam	Minimum Accepted Score	KC Course	Credit Hrs Granted
American Government	50	GOVT 2305	3
American History I or II	50	HIST 1301 or 1302	*3
Biology, General	53	BIOL 1408	4
Business Law, Intro.	51	BUSI 2301	3
Calculus w/El. Functions	50	MATH 2413	4
Chemistry, General	50	CHEM 1411	4
College Algebra	50	MATH 1314	3
Information Systems	50	ITSC 1301	3
Economics, Macro.	50	ECON 2301	3
Economics, Micro.	50	ECON 2302	3
Financial Accounting	50	ACCT 2401	4
Freshman College Composition (essay)	50	ENGL 1301	*3
Foreign Language (SPAN)	50	SPAN 1311	3
Foreign Language (SPAN)	54	SPAN 1312	3
Human Growth & Development	50	PSYC 2314	3
Management, Intro.	50	BMGT 1303	3
Management, Principles	50	MRKG 1311	3
Precalculus	50	MATH 2412	4
Psychology, General	50	PSYC 2301	3
Sociology, Intro.	50	SOCI 1301	3
Statistics	50	MATH 1342	3

* A student may earn credit by examination for only one American history course. Credit for one course must be earned, by law, through classroom instruction. The student must qualify on both the objective and essay parts of the English exam to receive credit. Students will not receive credit for courses previously or currently enrolled in.

4. Departmental Examinations. For courses in some vocational programs, students may earn credit by submitting a written request to the Division Dean for a departmental examination. Appropriate evaluation documentation of skills and/or knowledge must accompany the petition to take the departmental examination. The college will assess a fee for the examination and a fee for posting a grade to the transcript (see chart below). Some of the courses for which students may earn credit by departmental examination are the following:

ARTC 1325	CETT 1325	METL 1313	WLDG 1457
ARTC 2317	CETT 1409	MRKG 1311	
AUMT 1405	COMP SCI (ALL)	OSHT 1401	
AUMT 2425	DFTG 1305	PHTC 1311	
BMGT 1303	DFTG 1309	POFT 1329	
BUSG 1371	DFTG 1333	WLDG 1428	

5. Advanced Placement in Health Occupations Programs. For studies completed in accredited health and medical programs at other institutions, including hospitals, the college may award credit which will apply toward completion of the Associate of Applied Science degree. Interested persons may apply to the appropriate program director by presenting documented and verifiable evidence of current certification by the controlling registry or certifying agency. The applicant must also have worked in his or her field full time a minimum of two years in the past five years. In some instances, it may be necessary that the applicant also satisfactorily pass a challenge examination administered by the college.

The number of equivalent credits awarded may not exceed the total number of credits required in the major area of the Associate of Applied Science degree being sought. The college will not post the credit hours granted to a transcript until the student has completed at least 15 semester hours of classroom instruction at KC.

6. Advanced Placement Without Credit. A student who wishes to enroll in an advanced course for which there is no credit by examination or departmental examination for the prerequisite courses may do so with the consent of the appropriate dean. The student must demonstrate or present documentation that he or she possesses the academic background and/or experiences to justify the advanced placement. The student will not receive credit for the prerequisite courses.

Non-Traditional Credit			
Exam	Service	Fee	Posting Fee
Advanced Placement	N/A	N/A	\$25
Credit by Departmental Exam	Developing and Administering Test	Equal to in-district tuition and fees	N/A
Credit for Certification	Evaluation of Certificate	N/A	N/A
CLEP	Securing and Proctoring	\$80 (\$60 test fee plus \$20 proctoring fee)	\$25

Kilgore College Policy for Awarding International Baccalaureate Diploma Credit

Kilgore College will grant a minimum of 24 semester credit hours (SCH) to any new student receiving the International Baccalaureate Diploma with a score of at least a 4 on all subjects. The maximum number of semester credit hours that will be awarded is 30. KC may grant fewer than 24 SCH to an entering student if the student has scored less than 4 on any IBD examination administered as part of the diploma program. This stipulation applies only to courses that are related to the subject of the exam for which the student did not achieve the required score. Applicants with the IB diploma must provide a completed IB transcript to the Admissions Office prior to enrolling in order to receive credit.

IB Subject	SL Score	HL Score	KC/TCCN	Credit Hours
English A1	5	4	ENGL 1301 or 1302	3
		5+	ENGL 1301, 1302	6
Spanish A2 or B	5	4	SPAN 2311, 2312	6
		5+	SPAN 2311, 2312, 2315	9
Business & Management	5	4	BUSI 1301	3
		4	ECON 2301, 2302	6
Geography	5	4	GEOG 1303	3
History	5	4	HIST 1301 or 1302	3
		5+	HIST 1301, 1302	6
Philosophy	5	4	PHIL 1301	3
Psychology	5	4	PSYC 2301	3
		5+	PSYC 2301, 2314	6
Social & Cultural Anthropology	5	4	ANTH 2301 or 2351	3
		5+	ANTH 2301, 2351	6
Biology	4	4	BIOL 1408	4
		5	BIOL 1406	4
Chemistry (must pass lab for credit)	5	5	CHEM 1405	4
Chemistry (must pass lab for credit)		6	CHEM 1411	4
Physics	5	4	PHYS 1401, 1402	8
Mathematics (HL only)		4	MATH 2413	4
Computer Science	5	4	BCIS 1305	3
Visual Arts	5	4	ARTS 1301	3
Music	5	4	MUSI 1306	3
Theatre Arts	5	4	DRAM 1310	3

Explanation of Course Numbers

Courses offered follow a four-digit numbering system. The first digit generally indicates the academic level of the course (0 = institutional credit (developmental), 1 = freshman, 2 = sophomore) and, in most cases, the second digit reflects the semester-credit-hour value of the course. The third and fourth digits indicate sequences.

KC participates in the Texas Common Course Numbering System (TCCNS). Participating institutions have signed agreements accepting a standard numbering system for commonly transferred academic courses. KC advises students to seek assistance through the Counseling Center, located in the Devall Student Center, when planning transfer course work. For specific information on course equivalencies and degree requirements, students should contact the colleges or universities to which they plan to transfer.

Prerequisites

Each student is responsible for determining prerequisites for a course prior to enrollment. Prerequisites are listed in each course description in the college catalog.

Course Load

During the long semester, the normal course load is five academic courses or 15 to 17 semester hours. In addition to the normal load, students may take up to four semester hours in Music-Applied (MUAP or MUSE) and kinesiology (KINE). When students earn a 2.25 grade point average (GPA) or greater during a long semester or summer term, they qualify to take a total of 6 courses or 18-20 semester hours during the following semester. The maximum course load during a summer term is 7 semester hours for each term. **Students who are employed or who have family responsibilities are cautioned to consider carefully the course load they take. The student who is overly extended is likely to have scholastic difficulties. A good rule to remember is that two hours of preparation outside of class are necessary for each hour of time spent in class.**

Grades for Course Work

Grade Reports. Grades are available at the end of each term online at www.kilgore.edu through CampusConnect.

Final Examinations. At the end of the semester in each course, there will be a comprehensive final examination, not to exceed two hours in length, at the time specified in the final examination schedule. Students are not permitted to take final examinations earlier than the time specified in the final examination schedule. A student who must be absent from a final examination should petition the instructor for permission to take the examination at a later date. The student will receive a grade of "I" (Incomplete) for the course until the student takes the postponed examination. The student must take the examination within six weeks from the end of the semester or receive a grade of "F" for the examination. A student absent without the instructor's approval may receive an "F" on the examination unless there are extenuating circumstances as deemed by the instructor.

Grade Symbols. The college indicates grades by the following symbols:

A	(90-100) excellent
B	(80-89) above average
C	(70-79) fair or average
D	(60-69) lowest passing mark
F	(0-59) failing
I*	Incomplete
IP**	Incomplete Passing
W	Withdrawn from course
CR	Credit by examination and advanced placement

Certain health science programs have grading scales that differ from the above. Exceptions are explained on the appropriate program in Occupational Courses of Study, pages 73-142.

NOTE: All math and science courses require a grade of “C” or higher. Grading scale in these courses is according to the current Kilgore College catalog.

* The instructor may assign an “I” because of student illness or other unavoidable circumstances. The student must complete work within six weeks after the end of the semester in which the grade was issued or receive a performance grade, usually an “F” for the course. To be eligible for this grade, the student must have essentially completed the course, and the work remaining should be of such nature as not to require class attendance. It is the responsibility of the student to arrange with the instructor for completion of the course.

** An “IP” is only for English for Speakers of Other Languages (ESOL) and certain Court Reporting and Air Conditioning and Refrigeration Program courses, specifically ESOL 0311, ESOL 0322, ESOL 0343, CRTR 1404, CRTR 1406, CRTR 2234, CRTR 2235, CRTR 2401, CRTR 2403 and POFT 2203. The student re-registers for the course and receives a grade when the minimum passing score is attained. The “IP” can never revert to an “F” nor be used in computing grade point averages or academic status.

Computation of the Grade Point Average (GPA). KC utilizes the four-point system. The semester GPA is the total number of grade points earned divided by the number of semester hours attempted including developmental hours. The cumulative GPA is calculated by dividing the total number of grade points earned by the total number of semester hours attempted by the student in all terms excluding developmental hours. Semester grade symbols have the following values: A=4 points; B=3 points; C=2 points; D=1 point; F or I=0. W and IP are not included in the calculations of the GPA.

Grade Change Procedure. An individual course grade may be changed when the faculty member certifies in writing that an error was made in computing the original grade. The appropriate dean must approve the grade change. A student who wishes to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal to the appropriate dean. If no satisfactory conclusion can be reached at this level, the student may appeal to the Vice President of Instruction whose decision is final. An instructor cannot change a student’s grade after one calendar year from the date the grade was assigned.

Repeating Courses. If a student repeats a course, all grades remain on the transcript, but the college counts only the highest grade in determining the overall grade point average (GPA). The college cautions the student, however, that other colleges may not follow this practice. A student planning to transfer to another college or university should check with the Admissions Office at that institution to determine the course repetition policy at the receiving institution. A student who questions if all “repeated” courses are designated on the transcript, should check with the Registrar’s Office.

Grades Used to Determine Academic Honors. The college recognizes students with high academic achievement in the following ways:

1. **The Dean's List.** The Dean's List is published soon after the close of each long semester. To make this list, the student must complete 12 or more semester hours of non-developmental coursework and must have earned a grade point average (GPA) at least 3.5 on a 4.0 scale for that semester.
2. **Phi Theta Kappa.** Phi Theta Kappa is the international honor society for two-year college. The local chapter, Gamma Omicron, was established the year after KC was founded. Members are chosen on the basis of scholarship, leadership, and citizenship. Membership is by invitation only. To be eligible for membership in the local chapter, a student (a) must be regularly enrolled in the college and be in good standing, (b) take no less than 15 hours in the long semester preceding initiation OR accumulate a minimum of 20 hours as a part-time student, and (c) have no less than a 3.60 grade point average (GPA) based on a 4.00 scale in those hours. Only coursework taken at KC applies. (Developmental coursework does not apply.) To maintain active membership, a student must remain in good standing and maintain a GPA of not less than 3.30 for coursework completed at KC.
3. **Graduation with Honors.** Honor graduates are the highest-ranking students in the each of the associate degrees and certificates of completion. To qualify for graduation with honors, a student must earn at KC 50 percent of the hours that apply to graduation. For determining honor graduates, the Registrar's Office will compute the grade point average (GPA) for the student's entire Kilgore College record. Transfer grades are not included in the GPA calculation. Honors graduation is designated as follows:

4.00 and all hours earned at KC:	Presidential Honors
4.00	Graduation with highest honors
3.75 - 3.99	Graduation with high honors
3.50 - 3.74	Graduation with honors

This designation is noted on the student's transcript and diploma.

Student-Initiated Drops and Withdrawals

- **Dropping a class** is an official action whereby a student informs the Registrar's Office that the student will cease attending a class in which he or she is enrolled while remaining in at least one other course.
- **Withdrawing from the college** is an official action whereby a student informs the Counseling Center and the Registrar's Office that the student will cease attending all classes in which he or she is enrolled. The Registrar's Office will inform the instructors of the student's decision.
- It is the student's responsibility to drop or withdraw by the stated deadlines to ensure a grade of "W".

Procedures for Dropping a Course. The following are procedures that a student must follow to drop a course:

1. Visit the Registrar's Office or the KC-Longview office to request that the course be dropped.
2. The Registrar's Office will notify the instructor that the student has dropped the course. (The instructor may withdraw a student who ceases to attend class if the student does not formally withdraw in the Registrar's Office.)

Procedures for Withdrawing from the College. The following are procedures that a student must follow if the student finds it necessary to withdraw or is dismissed for any reason from the college:

1. Complete an official withdrawal form in the Counseling Center and take the form to the Registrar's Office.
2. Meet all obligations before the Registrar's Office can complete the withdrawal process and/or issue a transcript.

“W” Grade Assigned for Dropping a Course or Withdrawing from Enrollment.

- All course drops and/or withdrawals from enrollment, whether instructor or student initiated, shall result in a “W” if processed during designated drop periods. **After that time, a performance grade will be given in each course in which the student is enrolled (A, B, C, D, F, or IP for certain courses.)**
- All deadlines for dropping and/or withdrawing with a “W” are calculated at 87.5% of any semester, term or mini-term and current dates may be found in the college calendar, class schedules and on the college website.
- Documentation of all drops and withdrawals must be on file in the Registrar's Office by the end of business on each deadline date for a “W” to be assigned.
- It is the student's responsibility to drop classes and/or withdraw from enrollment by the deadline to receive a “W”.

Administrative Withdrawal of a Student

The college reserves the right to withdraw a student from one or more classes if, in the judgment of college officials, such action is deemed to be in the interest of the student and/or the college. Examples of some reasons for administrative withdrawal are failure to pay tuition and fees, failure to provide accurate information or admission credentials, failure to remove “holds” in a timely manner, excessive absences or unacceptable student behavior.

Attendance Policy

Kilgore College requires punctuality and regular class attendance. An absence is defined as a student not being in class. An instructor may drop a student when either his lack of attendance prohibits him from meeting the course objectives or when a student accumulates excessive absences. “Excessive absences” is defined as the equivalent of two weeks instruction in a 16-week semester or no more than 12.5% of the total hours of instruction in any term. Some occupational programs may have more stringent attendance requirements; therefore, students in occupational programs should check with their instructor regarding the specific number of absences allowed.

Religious Day Absence. In accordance with Texas Education Code 51.911, a student may request and be granted an absence from classes on a religious holy day provided the student follows college procedures for seeking such authorization. Within a reasonable time after the absence, the student may make up work missed. It is the student's responsibility to make satisfactory arrangements with instructors prior to the absence or immediately following the absence. The procedure governing an absence on a religious holy day is outlined in the *Kilgore College Student Handbook*.

Policy for Making Up Work

A student is responsible for any work missed regardless of the cause of the absence. A student absent on official college business will not be penalized and is entitled to make up missed work. The student must report the school-related absence to his or her instructors preferably at least one week prior to the absence. For the student whose absence is not school-related, the instructor will judge if the student is eligible to make up work. In all cases, the instructor will determine the time for making up work and the nature of the make-up work. Immediately upon returning to school, the student should discuss such work with his or her instructors. Communication between student and instructor is most important. It is the student's responsibility to initiate such communication. If the student does not appear at the prearranged time for make-up work, the student forfeits the right for further make-up of that work.

Probation and Suspension

Students must meet academic standards in work completed at KC. Students who fail to meet those standards are placed on scholastic probation or scholastic suspension. Only grades earned at KC are used to determine probation or suspension status.

Scholastic Probation is a conditional permission for a student to remain in college. That status will be applied to any student who:

- completes at least one semester, *and* attempts a total of at least 12 semester hours *and* earns less than a 2.0 cumulative grade point average (GPA);
- *or* returns from scholastic suspension after “stopping out” for at least one 16-week (long) semester;
- *or* is on scholastic probation and attends summer school, earning 6 or more hours with a 1.75 cumulative GPA or a 2.5 summer GPA.

A student may remain in school on probation as long as the cumulative GPA is at least 1.75 or a long semester GPA is at least 2.0. Students on scholastic probation must consult a counselor or faculty advisor before registering for another semester.

A student is removed from probation when he student earns a 2.0 cumulative GPA or better.

Note: A grade of “I” is calculated as an “F” until the grade is changed to a higher grade.

Scholastic Suspension is the loss of the conditional permission of a student on scholastic probation to remain in college. Suspension is for one 16-week semester and occurs when a student on probation fails to earn at least a 1.75 cumulative grade point average (GPA) or a 2.0 GPA in the most recent 16-week semester. A student on scholastic suspension may:

- enroll in the next long semester under conditions prescribed by the Coordinator of Counseling (Dean of KC–Longview, if student is enrolled at that location);
- *or* attend summer school. Students earning 6 or more semester hours in the summer with a cumulative GPA of at least 1.75 or a summer GPA of 2.5 will continue on probation.

Readmission Following Scholastic Suspension. A student may be readmitted on continued scholastic probation after one long semester of scholastic suspension. Students returning from suspension must consult a counselor or faculty advisor before registering for classes.

Graduation

KC offers four associate degrees: the Associate of Arts, the Associate of Arts in Teaching, the Associate of Science, and the Associate of Applied Science. In addition KC offers a Certificate of Completion for completion of prescribed occupational programs. Additional information about degrees or certificates of completion is available from the Counseling Center on the Kilgore main campus (903) 983-8206 or the counselor at KC – Longview (903) 753-2642 and (903) 983-8281.

Catalog Designation. Students have the option of meeting graduation requirements of the current KC catalog or those requirements outlined in the KC catalog under which they entered the college (if continuously enrolled). A lapse of two long semesters dictates usage of the current catalog. Candidates for graduation must declare the catalog of choice on their degree plan.

Importance of Planning for Graduation. To ensure that the student is meeting all requirements for graduation, the student should consult a counselor early in the student's college career. Final responsibility for meeting all requirements for graduation rests with the student.

Requirements for Graduation. For Associate of Arts, the Associate of Arts in Teaching, and the Associate of Science degrees, requirements for graduation consist of (1) General Requirements for Graduation (Page 51), (2) Core Curriculum Requirement and elective requirements for Graduation (Pages inside front cover, 52, 56-57). The Associate of Applied Science degree and Certificates of Completion are awarded in Occupational Education programs and the graduation requirements are listed under the individual course of study for those programs (Pages 72-142).

Kinesiology Exemption. Kilgore College promotes life-long fitness and requires each student to complete two credit hours of physical education to meet the core curriculum for transfer and graduation requirements. Since kinesiology classes are offered both day and evening to meet all scheduling needs, and Concepts of Fitness, KINE 1238, can be adapted to accommodate physically challenged students who are unable to participate in other physical education activity courses, there is no exemption from the PE requirement.

Transfer of Credit to KC for Graduation. Students who did not complete graduation requirements while enrolled at Kilgore College may elect to take their remaining courses at another college for transfer back to KC in order to receive a degree. A minimum of 25% of the degree requirements must be completed at Kilgore College. Students who were not enrolled at KC during the preceding academic year must meet current graduation requirements (even if different from the graduation requirements that were in place during the student's attendance at KC). Students should contact the Counseling Center prior to registering for courses at another college to determine which courses remain for completion of degree requirements. Students should also contact the KC Registrar's Office to make sure that the courses will be accepted in transfer. An official transcript must be sent directly from the other college to the KC Registrar's Office once the transfer work is completed. It is recommended that students apply for graduation during the semester in which they are completing the required courses (see deadlines in "Application for Graduation" section).

General Requirements for Graduation. The following are the general requirements for graduation:

1. Earn a minimum of 62 semester hours for an associate of arts or associate of science degree, 63 semester hours for the associate of arts in teaching degree or earn the required number of semester hours for an associate of applied science or a certificate of completion.
2. Complete all course requirements for the degree or certificate sought
3. Earn an overall or cumulative GPA (grade point average) of 2.0 in all courses attempted
4. Return all properties of the college and satisfactorily settle all financial obligations to the college
5. Complete at least 25% of semester hours from the degree sought at Kilgore College
6. Satisfy all requirements of the Texas Success Initiative unless exemption or waiver status applies.
7. Submit graduation application by deadline in college catalog.

Application for Graduation. Degrees and certificates are not awarded automatically. To be considered a candidate for a degree or certificate, the student must submit an application for graduation through CampusConnect on the KC website. Applications must be submitted on or before the following dates:

Fall Semester (December) Graduate	October 1
Spring Semester (May) Graduate	March 1
*Summer I Semester (July) Graduate	June 15
Summer II Semester (August) Graduate	July 15
*Summer I graduates wishing to participate in the May commencement ceremony must apply by March 1.	

Degrees and certificates will be officially conferred when the Registrar's Office certifies that all graduation requirements have been met. In order for transfer courses to be used toward graduation, an official transcript must be on file in the Registrar's Office. A student does not have to be enrolled in KC courses during the semester that he or she makes application. If graduation requirements were completed during a prior semester, the degree or certificate will be posted to the transcript at the end of the semester in which the application for graduation is submitted (if received by above deadline).

Commencement Ceremonies. KC has formal graduation exercises in December, May and August. It is generally expected that graduates will participate in the ceremony at the end of the semester in which degree requirements are completed, with the exception of Summer I graduates who may participate in the May or August ceremonies. Summer I graduates wishing to participate in the May commencement ceremony must apply for graduation by March 1. Participation in the fall ceremony prior to completing degree requirements, or exceptions to the above stated summer completers, must be recommended by the dean of the division and approved by the registrar.

Participation is ceremonial only and does not confer on a student any rights to a degree or certificate. The transcript is the official document that verifies graduation status. Transcripts may be obtained from the Registrar's Office. All diplomas are mailed no later than 4-6 weeks after the end of the semester. For additional information, contact the Registrar's Office at (903) 983-8606.

Explanation of Degrees

Academic Degrees. The Associate of Arts, Associate of Arts in Teaching and the Associate of Science degree provide general academic curricula in university-parallel and pre-professional courses of study which enable students to enter as juniors at senior colleges or universities of their choice. Students who attend KC for one or two years and transfer to senior colleges or universities should have no difficulty completing transfer of credits if they follow these steps:

1. Select a major field of study and a senior college or university which offers a bachelor's degree in the chosen field
2. Write or visit the Admissions Office of the senior college or university to obtain a current copy of its catalog, and study the freshman and sophomore courses offered
3. See an academic KC advisor or counselor who will help select KC courses corresponding to those offered for freshman and sophomore years at the senior college or university
4. Complete the courses with a grade point average (GPA) of at least 2.0 (C average)
5. Apply for admission to the senior college or university early in the last semester at KC and ask the Registrar's Office to send a transcript to the receiving institution

Associate of Arts (AA) Degree

Required Courses	Semester Hours
English 1301, 1302.....	6
Literature (any 2000 Literature course, also satisfies Humanities requirement) ...	3
Speech (1315, 1318, or 1321)	3
History 1301, 1302 (HIST 2301 may be substituted one semester)	6
Government 2305, 2306	6
Social/Behavioral Science (see list in Core Curriculum)	3
Fine Arts (see list in Core Curriculum).....	3
Math (Any college-level Math).....	3
Computer Science (BCIS 1305, COSC 1336, or COSC 1337).....	3
Science* (8 hours)	8
Kinesiology (KINE 1238 or 2 semester credit hours of activity courses).....	2
Electives (see suggestions by transfer majors on pages 66-68)	16
	Total 62

Associate of Science (AS) Degree

Required Courses	Semester Hours
English 1301 and 1302 or 2311.....	6
Speech (1315, 1318, or 1321)	3
History 1301, 1302 (HIST 2301 may be substituted one semester)	6
Government 2305, 2306.....	6
Humanities (see list in Core Curriculum)	3
Fine Arts (see list in Core Curriculum).....	3
Math (Any college-level Math except MATH 1333).....	6
Computer Science (BCIS 1305, COSC 1336, or COSC 1337).....	3
Science*	12
Social/Behavioral Science (see list in Core Curriculum)	3
Kinesiology (KINE 1238 or 2 semester credit hours of activity courses).....	2
Electives (see suggestions by transfer majors on page 66-68)	9
	Total 62

* Biology, Chemistry, Geology, Physics.

Associate of Arts in Teaching Degree (Teacher Preparation for Pre-K – Grade 4)

CREDIT HOURS TO BE COMPLETED		
Communication	6 hours ENGL 1301 & 1302 3 hours SPCH 1315, SPCH 1321	9
Mathematics	9 hours MATH 1314, 1350, 1351	9
Natural Sciences	8 hours to be selected from BIOL 1406, 1407, 1408, 1409, 1471 2401, 2402, 2406, 2416, or CHEM 1405, 1406, 1411, 1412, 2423, 2425, or GEOL 1403, 1404, 1405, 2407, or PHYS 1401, 1402, 1405, 1411, 1412, 2425, 2426	8
Humanities and Visual Performing Arts	3 hours to be selected from ARTS 1301, 1303, 1304, DANCE 2303, DRAM 1310, 2361, 2362, 2366, or MUSI 1306, 1310 3 hours to be selected from ENGL 2322, 2323, 2326, 2332, 2333	6
Social and Behavioral Sciences/History/ Government	6 hours to be selected from HIST 1301, 1302, or 2301 6 hours GOVT 2305, 2306 4 hours TECA 1354/CDEC 1100	16
Institutional Options	3 hours to be selected from BCIS 1305, COSC 1336, or COSC 1337 and 2 hours selected from KINE 1218, 1230, 1238, 1245, 1250, or (2) 1-hour activity courses	5
Other Required Courses	Take all these courses: TECA 1303/CDEC 1129 TECA 1311 TECA 1318	10
TOTAL CREDIT HOURS		63

Associate of Arts in Teaching
Leading to Initial Texas Teacher Certification
EC-4 (except Early Childhood Degree Specialization), 4-8, EC-12

AAT Components - Total: 60-66 SCHs

- core curriculum (42-48 SCHs)
- MATH 1350 and MATH 1351 or equivalent (6 SCHs)
- science (6 SCHs)
- EDUC 1301 and EDUC 2301 (6 SCHs)

EC-Grade 4 Certification (areas)

- EC-4 Generalist (all specializations except early childhood degree specialization)
- EC-4 Bilingual Generalist
- EC-4 ESL Generalist
- EC-4 other content area teaching fields/academic disciplines/interdisciplinary TBA

Grades 4-8 Certification (areas)

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts & Reading
- 4-8 English Language Arts & Reading and Social Studies
- 4-8 Mathematics
- 4-8 Science
- 4-8 Mathematics and Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

EC-Grade 12 Certification (areas)

- EC-12 Special Education
- EC-12 other content area teaching fields/academic disciplines/interdisciplinary TBA

Associate of Arts in Teaching Leading to Initial Texas Teacher Certification 8-12, Other EC-12

AAT Components - Total: 60-66 SCHs

- core curriculum (42-48 SCHs)
- EDUC 1301 and EDUC 2301 (6 SCHs)
- content area teaching fields/academic disciplines (12 SCHs)

Grades 8-12 Certification (areas)

- 8-12 History
- 8-12 Social Studies
- 8-12 Mathematics
- 8-12 Life Sciences
- 8-12 Physical Sciences
- 8-12 Science
- 8-12 English Language Arts & Reading
- 8-12 Computer Science
- 8-12 Technology Applications
- 8-12 Health Science Technology Education
- 8-12 Speech
- 8-12 Journalism
- 8-12 Business Education
- 8-12 Marketing Education
- 8-12 Mathematics & Physics
- 8-12 Agriculture Sciences and Technology
- 6-12 Technology Education
- 8-12 Foreign Languages
- 8-12 Family and Consumer Sciences
- 8-12 Dance
- 8-12 Mathematics & Physical Science & Engineering
- 8-12 Human Development and Family Science
- 8-12 Hospitality, Nutrition and Food Science
- 8-12 Other content area teaching fields/academic disciplines TBA (i.e., Chemistry)

EC-Grade 12 Certification (areas)

- EC-12 Music
- EC-12 Physical Education
- EC-12 Art
- EC-12 Health
- EC-12 Theatre
- EC-12 Technology Applications
- EC-12 Languages other than English
- EC-12 Other content area teaching fields/academic disciplines TBA

Associate of Applied Science (AAS) Degree

The individual courses of study will include the requirements for graduation. Please refer to your individual degree plan for specifics.

KC awards the Associate of Applied Science degree for successful completion of prescribed two-year programs of study that enable the graduate to enter an occupation with a marketable skill, an acceptable level of competency, and the ability to communicate intelligently. Several Associate of Applied Science degree programs provide a foundation for transfer to a four-year institution offering Bachelor of Science degrees in occupational programs.

General Education Requirements for Associate of Applied Science Degrees

The general education requirement for students seeking the **Associate of Applied Science** degree at Kilgore College is composed of a minimum of 15 credit hours of courses designed to prepare students to be proficient in reading, writing, speaking and critical thinking. Included are clusters of courses that will enable students to view the individual's relationship to society and the world from multiple perspectives so that they may become successful, contributing members of society.

The required general education courses are as follows:

- I. ENGL 1301 (3 cr. hrs.)
- II. SPCH (3 cr. hrs.) Check individual program requirements for graduation.
- III. The remaining nine hours of courses must be selected from each of the following areas: humanities/fine arts (3 cr. hrs.), social/behavioral sciences (3 cr. hrs.), and natural sciences/mathematics (3 cr. hrs.)

Composite Listing of General Education Courses

Humanities and Fine Arts

Art 1301	Art Appreciation
Art 1303	Art History I
Art 1304	Art History II
Dance 2303	Dance Appreciation
Drama 1310	Introduction to Theatre
Drama 2361	Theatre History I
Drama 2362	Theatre History II
Drama 2366	Development of the Motion Picture
English 1302	Composition and Readings
History 2311	Western Civilization I
History 2312	Western Civilization II
History 2321	World Civilization I
History 2322	World Civilization II
Music 1306	Music Appreciation
Music 1310	Popular American Music
Philosophy 1301	Introduction to Philosophy
Philosophy 1304	Introduction to World Religions

Natural Sciences and Mathematics

Biology 1406.....	Principles of Biology I
Biology 1409.....	Human Biology
Biology 1408.....	Concepts of Biology
Biology 2406.....	Environmental Science
Chemistry 1406.....	Chemistry for Health Sciences
Chemistry 1411.....	General Chemistry I
Mathematics 1314.....	College Algebra
Mathematics 1333.....	Mathematical Topics
Mathematics 1342.....	Statistics

Social and Behavioral Sciences

Anthropology 2301.....	Introduction to Physical Anthropology & Archeology
Anthropology 2351.....	Introduction to Cultural Anthropology
Communications 1307.....	Introduction to Mass Communications
Criminal Justice 1301.....	Introduction to Criminal Justice
Economics 1301.....	Essentials of Economics
Economics 2301.....	Principles of Macroeconomics
Economics 2302.....	Principles of Microeconomics
Geography 1303.....	World Geography
Government 2305.....	Government of the U.S.
Government 2306.....	State and Local Government
History 1301.....	U.S. History I
History 1302.....	U.S. History II
History 2301.....	Texas History
Psychology 2301.....	Introductory Psychology
Psychology 2314.....	Human Growth and Development
Social Work 2361.....	Introduction to Social Work
Sociology 1301.....	Introductory Sociology
Sociology 1306.....	Social Problems
Sociology 2301.....	Marriage and the Family
Texas Early Childhood Articulation 1354.....	Child Growth and Development

Certificate of Completion

KC offers certificates designed to meet specific needs of the community. Upon completion of a prescribed course of study with at least a 2.0 grade point average (GPA), the student receives a Certificate of Completion for successful completion of the following:

Accounting	Legal Assisting
Advertising/Graphic Design Technology	Management
Air Conditioning/Refrigeration	Management Information Systems
Atmospheric Corrosion	Computer Networking
Automotive Body Repair	Medical Assisting Technology
Automotive Technology	Nail Technology
Business, General	Network Security
Cathodic Protection	Nursing, Vocational
Computer Electronics Maintenance	Occupational Safety & Health Technology
Computer Networking - CISCO	Office Professionals
Cosmetology Operator	Photography, Commercial
Court Reporting	Retail Management
Diesel Technology	Surgical Technology
Drafting Design Technology	Web Page Design
Early Childhood Professions	Welding
Emergency Medical Services	
Facial	

ACADEMIC FIELDS OF STUDY

Community colleges do not require students to declare “majors”, but there are suggested courses to take in preparation for a major. Students are encouraged to work closely with college counselors or advisors in choosing the proper courses in line with both their desired major and the senior institution to which they wish to transfer.

Senate Bill 148 of the 75th Texas Legislature (1997) and the subsequent legislation mandate field of study curricula. A field of study curriculum, in conjunction with the Core Curriculum, is intended to facilitate transferability of courses among Texas public colleges and universities. All public 4-year institutions are required to accept Texas Higher Education Coordinating Board (THECB) approved field of study courses in fulfillment of lower division requirements for bachelor’s degrees in majors that correspond to that field of study.

In some disciplines, the student may take certain additional courses that, along with the core curriculum and field of study curriculum, will result in an associate of arts degree in that discipline. These are listed adjacent to their corresponding field of study curriculum.

Did You
Know?

***Kilgore College is one of the best
values in American education.
Tuition and fees average less than
half of Texas 4-year universities.***

Field of Study Transfer Curriculum for Business Administration

(This curriculum is designed to prepare the student to continue toward a Bachelor of Business Administration degree with major fields in a variety of areas including Accounting, Finance, Marketing, Management, & Management Information Systems. This plan assumes the student has completed any developmental work required. The student must review individual course prerequisites, if developmental work is required.)

FIRST YEAR

		FIRST SEMESTER	Semester Hours	
Course				
ACCT	2401	Accounting Principles I.....	4	
HIST	1301	United States History I.....	3	
MATH	1324	Finite Mathematics.....	3	
BCIS	1305	Business Computer Applications.....	3	
ENGL	1301	Grammar & Composition.....	3	
KINE	Kinesiology elective.....	1	17

SECOND SEMESTER

		SECOND SEMESTER	Semester Hours	
Course				
ACCT	2402	Accounting Principles II.....	4	
MATH	1325	Calculus for Business & Economics.....	3	
ENGL	1302	Composition and Readings.....	3	
HIST	1302	United States History II.....	3	
SPCH	SPCH 1321 or SPCH 1315.....	3	
KINE	Kinesiology elective.....	1	17

SECOND YEAR

		FIRST SEMESTER	Semester Hours	
Course				
.....	Science*.....	4	
ECON	2301	Principles of Macroeconomics.....	3	
GOVT	2305	Government of the United States.....	3	
.....	Business Elective**.....	3	
ENGL	Literature***.....	3	16

SECOND SEMESTER

		SECOND SEMESTER	Semester Hours	
Course				
.....	Science*.....	4	
.....	Fine Art Elective.....	3	
GOVT	2306	State & Local Government.....	3	
ECON	2302	Principles of Microeconomics.....	3	
.....	Business Elective**.....	3	16

TOTAL HOURS 66

* Laboratory science—choose from Biology, Chemistry, Geology, or Physics.

** Choose elective from BUSI 2302, BUSI 2304, MATH 1342, PHIL, HIST, ENGL. Consult your business advisor or the transfer school for your requirements.

*** Choose from ENGL 2322, 2323, 2332, or 2333.

Note: A student who completes the required courses with an overall average of C or better may receive an Associate of Arts degree.

Field of Study Curriculum for Criminal Justice

The Field of Study Curriculum for Criminal Justice applies to institutions that award the BA or BS degree with a major in criminal justice, including all criminal justice specializations.

The following set of courses (totaling 15 semester credit hours (SCH) of fully transferable and applicable lower-division courses) and up to an additional 6 “discretionary” SCH are the Field of Study Curriculum for Criminal Justice.

Courses

TCCNS*	SCH	COURSE TITLE
CRIJ 1301	3	Introduction to Criminal Justice
CRIJ 1306	3	Court Systems & Practices
CRIJ 1310	3	Fundamentals of Criminal Law
CRIJ 2313	3	Correctional Systems & Practices
CRIJ 2328	3	Police Systems & Practices

* Texas Common Course Numbering System

NOTE: Up to a total of 6 additional semester credit hours of criminal justice related lower division course work may be transferred by local agreement **OR** required by the receiving institution, as long as the additional credit does not duplicate any other requirement within the field of study curriculum. Standards of instruction accepted for courses in the *Lower-division Academic Course Guide Manual (ACGM)* will apply unless course-equivalent status has been developed by local agreement.

Did You
Know?

QUEST (Quick Education for a Successful Tomorrow) is an accelerated evening associate degree program for adults offered in Longview. Visit www.kilgore.edu/quest for more details.

Field of Study Curriculum for Computer Science

SEMESTER CREDIT HOURS (SCH)			
Computer Science	COSC 1336 or 1436	Programming Fundamentals I	3 or 4
	COSC 1337 or 1437	Programming Fundamentals II	3 or 4
	COSC 2336 or 2436	Programming Fundamentals III	3 or 4
	COSC 2325 or 2425	Computer Organization and Machine Language	3 or 4
	Computer Science Hours		12 or 16
Math	MATH 2313 or 2413	Calculus I	3 or 4
	MATH 2314 or 2414	Calculus II	3 or 4
	Math Hours		6 or 8
Physics	PHYS 2425	Physics I	4
	PHYS 2426	Physics II	4
	Physics Hours		8
(SCH) Total Hours			26 or 32

Notes:

1. COSC 1336/1436 and 1337/1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.
 - a) COSC 1336/1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A & M University.
 - b) COSC 1337/1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336/1436 and COSC 1337/1437 will assist students that need additional background but do not apply toward the computer science major requirements.
2. COSC 2325/2425 is not part of the Computer Science major requirements at the University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.
3. It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

Fields of Study in Communications: Advertising/Public Relations

CREDIT HOURS TO BE COMPLETED		
Communication	6 hours to be selected from ENGL 1301 & 1302 3 hours to be selected from SPCH 1315, 1318, or 1321	9
Mathematics	3 hours to be selected from MATH 1314, 1316, 1324, 1325, 1333, 1342, 2412, 2413, 2414, 2415, 2320	3
Natural Sciences	8 hours to be selected from BIOL 1406, 1407, 1408, 1409 2401, 2402 CHEM 1405, 1406, 1411, 1412, 2423, 2425 GEOL 1403, 1404, 1405, 2407 PHYS 1401, 1402, 1405, 1411, 1412, 2425, 2426	8
Humanities and Visual Performing Arts	3 hours to be selected from ENGL 2322, 2323, 2326, 2332, 2333* HIST 2311, 2312, 2321, 2322 PHIL 1301, 1304 SPAN 2311, 2312, 2315 3 hours to be selected from ARTS 1301, 1303, 1304, DANCE 2303 DRAM 1310, 2361, 2362, 2366 MUSI 1306, 1308, 1309, 1310	6
Social and Behavioral Sciences/History/Government	6 hours to be selected from HIST 1301, 1302, 2301 6 hours to be selected from GOVT 2305 and 2306 3 hours of COMM 1307	15
Institutional Options	3 hours to be selected from BCIS 1305, COSC 1336, or COSC 1337 and 2 hours selected from KINE 1218, 1230, 1238, 1245, 1250 or (2) 1-hour activity courses	5
Other Required Courses	3 hours from COMM 2327 12 hours from COMM 2305, 2311, 2315, 1318	15
Elective Credits*	3 hours *Before taking, student should ensure the course is the correct one approved by the university which the student will transfer.	3
TOTAL CREDIT HOURS 64		

In order to be eligible to receive an Associate of Arts Degree, a student must

1. Complete a minimum of 64 credit hours as shown above;
2. Earn a grade of "C" in English 1301, Speech 1311, and the selected college-Level mathematics course;
3. Receive a GPA of at least 2.00 ("C"); and
4. Meet all THEA requirements.

Fields of Study in Communications: Journalism/Mass Communications

CREDIT HOURS TO BE COMPLETED	
Communication	6 hours to be selected from ENGL 1301 & 1302 3 hours to be selected from SPCH 1311, 1318, or 1321 9
Mathematics	3 hours to be selected from MATH 1314, 1316, 1324, 1325, 1333, 1342, 2412, 2413, 2414, 2415, 2320 3
Natural Sciences	8 hours to be selected from BIOL 1406, 1407, 1408, 1409 2401, 2402, or CHEM 1405, 1406, 1411, 1412, 2423, 2425, or GEOL 1403, 1404, 1405, 2407, or PHYS 1401, 1402, 1405, 1411, 1412, 2425, 2426 8
Humanities and Visual Performing Arts	3 hours to be selected from ARTS 1301, 1303, 1304, DANCE 2303 DRAM 1310, 2361, 2362, 2366, or MUSI 1306, 1308, 1309, 1310 3 hours to be selected from ENGL 2322, 2323, 2326, 2332, 2333* HIST 2311, 2312, 2321, 2322 PHIL 1301, 1304 SPAN 2311, 2312, 2315 6
Social and Behavioral Sciences/History/Government	6 hours to be selected from HIST 1301, 1302, or 2301 6 hours to be selected from GOVT 2305, 2306 3 hours of COMM 1307 15
Institutional Options	3 hours to be selected from BCIS 1305, COSC 1336, or COSC 1337 and 2 hours selected from KINE 1218, 1230, 1238, 1245, 1250, or (2) 1-hour activity courses 5
Other Required Courses	Take all these courses: COMM 2311/COMM 1129 COMM 2315/COMM 1130 COMM 2305/COMM 2129, COMM 2327 15
Elective Credits*	COMM 2389 *Before taking, student should ensure the course is the correct one approved by the university which the student will transfer. 3
TOTAL CREDIT HOURS 64	

In order to be eligible to receive an Associate of Arts Degree, a student must

1. Complete a minimum of 64 credit hours as shown above;
2. Earn a grade of "C" in English 1301, Speech 1311, and the selected college-Level mathematics course;
3. Receive a GPA of at least 2.00 ("C"); and
4. Meet all THEA requirements.

Fields of Study in Communications: Radio & Television Broadcasting/Broadcast Journalism

CREDIT HOURS TO BE COMPLETED	
Communication	6 hours to be selected from ENGL 1301 & 1302 3 hours to be selected from SPCH 1315, 1318, or 1321 9
Mathematics	3 hours to be selected from MATH 1314, 1316, 1324, 1325, 1333, 1342, 2412, 2413, 2414, 2415, 2320 3
Natural Sciences	8 hours to be selected from BIOL 1406, 1407, 1408, 1409 2401, 2402 CHEM 1405, 1406, 1411, 1412, 2423, 2425 GEOL 1403, 1404, 1405, 2407 PHYS 1401, 1402, 1405, 1411, 1412, 2425, 2426 8
Humanities and Visual Performing Arts	3 hours to be selected from ARTS 1301, 1303, 1304, DANCE 2303 DRAM 1310, 2361, 2362, 2366 or MUSI 1306, 1308, 1309, 1310 3 hours to be selected from ENGL 2322, 2323, 2326, 2332, 2333* HIST 2311, 2312, 2321, 2322 PHIL 1301, 1304 SPAN 2311, 2312, 2315 6
Social and Behavioral Sciences/History/Government	6 hours to be selected from HIST 1301, 1302, 2301 6 hours to be selected from GOVT 2305 and 2306 3 hours of COMM 1307 15
Institutional Options	3 hours to be selected from BCIS 1305, COSC 1336, or COSC 1337 and 2 hours selected from KINE 1218, 1230, 1238, 1245, 1250 or (2) 1-hour activity courses 5
Other Required Courses	9 hours from COMM 2311, 2315, DRAM 2366 15
Elective Credits*	9 hours (COMM 1318 recommended) *Before taking, student should ensure the course is the correct one approved by the university which the student will transfer. 3
TOTAL CREDIT HOURS 64	

In order to be eligible to receive an Associate of Arts Degree, a student must

1. Complete a minimum of 64 credit hours as shown above;
2. Earn a grade of "C" in English 1301, Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA of at least 2.00 ("C"); and
4. Meet all THEA requirements.

Field of Study in Music

		CREDIT HOURS TO BE COMPLETED
Communication	6 hours to be selected from ENGL 1301 & 1302 or 2311 3 hours to be selected from SPCH 1315, 1318 or 1321	9
Mathematics	3 hours to be selected from MATH 1314, 1316, 1324, 1325, 1333, 1342, 2412, 2413, 2414, 2415, 2320	3
Humanities and Visual Performing Arts	3 hours to be selected from ENGL 2322, 2323, 2326, 2332, 2333, or HIST 2311, 2312, 2321, 2322 or PHIL 1301, 1304 3 hours to be selected from MUSI 1308 & 1309	6
History/Government & Social/Behaviorial Sciences	6 hours to be selected from HIST 1301, 1302, or 2301 6 hours to be selected from GOVT 2305, 2306 3 hours to be selected from ANTH 2301, 2351, COMM 1307, CRIJ 1301, ECON 1301, 2301, 2302, GEOG 1303, PSYC 2301, 2314, SOCI 1301, 1306, TECA 1354	15
Institutional Options	2 hours to be selected from KINE 1218, 1230, 1238, 1245, 1250, or (2) 1-hour activity courses	2
CORE CURRICULUM TOTAL CREDIT HOURS 35		

Field of Study Curriculum for Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Courses

		CREDIT HOURS
Ensemble	4 hours to be selected from any MUEN ensemble course	4
Applied Study	8 hours to be selected from any MUAP private applied lessons	8
Theory/Aural Skills	16 hours to be selected from MUSI 1211, 1212, 2211, 2212, 1116, 1117, 2116, 2117, 1114, 1115, 2114, 2115	16
Music Literature	3 hours to be selected from MUSI 1308 & 1309	3
MUSIC FIELD OF STUDY TOTAL 31		
ASSOCIATE OF ART DEGREE TOTAL 66		

Field of Study Curriculum for Nursing

The following annotated set of courses, totaling 28 semester credit hours (SCH) of fully transferable and applicable lower-division academic courses, and an additional set of Workforce Education (WECM) nursing courses, make up the Field of Study Curriculum for Nursing:

Academic Courses

Content Area	Number & Type of courses	Texas Common Course Numbering System Equivalents
Anatomy & Physiology	2 courses: A & P I with lab and A & P II with lab	BIOL 2401 and BIOL 2402 only ¹⁽¹⁾
Microbiology	1 course: Microbiology with lab	BIOL 2420 or BIOL 2421
Chemistry	1 course: Chemistry with lab	Any 4 SCH ACGM course including lab
Nutrition	1 course: Nutrition & Diet Therapy I	HECO 1322
Psychology	2 courses: General Psychology and Lifespan Growth & Development	PSYC 2301 and PSYC 2314
Mathematics	1 course: Elementary Statistical Methods	MATH 1342

Nursing Content Courses

NOTE: Lower-division nursing content is offered at community colleges through one of two general types of programs: Blocked or Integrated. Because of the distribution of content, it is extremely difficult to align curricula from one type of program to another. Students who desire to transfer from a program utilizing one type of program into the other type of program should be prepared to make up some content through a “bridge” course or through the repetition of some content within courses. It is recommended that a student make every effort to avoid transferring from one type of program to the other before completing the associate degree in nursing in order not to lose credit.

Lower-division nursing content courses being transferred from a blocked-curriculum program to another blocked-curriculum program should be applied to the degree on a course-for-course substitution basis, in which the course transferred is applied IN LIEU OF the course at the receiving institution, even if the number of semester credit hours awarded upon the completion of the course varies between the sending and receiving institutions. The same procedure should be used when a student transfers from an integrated-curriculum program into another integrated-curriculum program.

¹ Prerequisite courses to BIOL 2401/2402 or the equivalent are not required for the Field of Study Curriculum for Nursing.

For Nursing Content Courses, CHOOSE EITHER Blocked Curriculum OR Integrated Curriculum BUT NOT BOTH:

BLOCKED CURRICULUM

Content Area	WECM Course Rubric & Number	SCH Range (Required Clinical Corequisite)
Fundamentals (including Basic Skills)	RNSG 1413/RNSG 1513 (basic skills incorporated) OR RNSG 1413/1513 PLUS RNSG 1105/1205 OR RNSG 1209/1309 PLUS RNSG 1105/1205 OR Any equivalent theory/lab combination	2 to 6 SCH
Mental Health	RNSG 2213/RNSG 2213	1 OR 2 SCH
Obstetrics / Pediatrics	RNSG 1412/1512 OR RNSG 1251 PLUS RNSG 2201 OR RNSG 2208/2308 PLUS RNSG 2201 PLUS clinical courses: RNSG 1262 AND RNSG 2263	4 OR 5 SCH
Medical / Surgical Nursing	RNSG 1331/1431 OR 1231 PLUS 1232 PLUS RNSG 1347/1447 OR 1247 PLUS 1248 OR RNSG 1341/1441 PLUS RNSG 1343/1443 OR EQUIVALENT with OR: RNSG 1144/ RNSG 1244	2 to 6 SCH

OR INTEGRATED CURRICULUM

Content Area	WECM Course Rubric & Number	SCH Range (Required Clinical Corequisite)
Introduction to Professional Nursing for Integrated Programs	RNSG 1423/RNSG 1523 (basic skills incorporated) OR RNSG 1423/1523 PLUS RNSG 1119/1219 OR RNSG 1222 PLUS RNSG 1223 PLUS RNSG 1119/1219	2 to 6 SCH
Integrated Care of the Client with Common Health Care Needs	RNSG 2404/2504 (basic skills incorporated) OR RNSG 2404/2504 PLUS RNSG 11XX/12XX OR RNSG 2203 PLUS RNSG 2204 PLUS RNSG 11XX/12XX	2 to 6 SCH

The following notes address special circumstances and are also part of the field of study curriculum:

(1) Wherever possible, courses applied to fulfill field of study curriculum requirements should also be used to satisfy requirements in the general academic core curriculum. Generally, the math course, the biology or chemistry course(s), and one psychology course should be able to fulfill requirements in both curricula.

(2) Courses selected for inclusion in the field of study curriculum are those that are common to most baccalaureate nursing programs.

(3) Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional courses/content for specific degree programs.

(4) Students should not be required to repeat courses that they have completed successfully.

(5) The academic courses and the unmodified WECM courses that are included in the Field of Study Curriculum for Nursing should transfer immediately upon approval of the field of study curriculum by the Coordinating Board. New WECM courses and courses that need modification should be accepted in transfer as soon as those modifications have been approved by the WECM Maintenance committee and added to the WECM inventory. Implementation of the complete field of study curriculum should not take more than one calendar year following addition of the new and modified courses to the WECM inventory. New or modified WECM courses will be initiated with entering students. Programs may allow sophomore students to continue with the previous curricula to prevent changing courses in the middle of their programs. Full implementation of new and modified WECM courses must be complete within two years after their addition to the WECM inventory.

Did You
Know?

KC offers eight Health Science degree programs:

Associate Degree Nursing (RN)

Emergency Medical Technology

Licensed Vocational Nursing (LVN)

LVN to RN Transition

Medical Assisting Technology

Physical Therapist Assistant

Radiologic Technology

Surgical Technology

TRANSFER COURSES BY MAJOR

The courses listed in this section by major are intended to illustrate the nature of the work required in many fields of preparation provided by four-year colleges and universities. These suggested electives are designed for students who plan to transfer. Because senior college requirements vary, students should consult the catalog of the senior college of their choice before selecting electives. The number following the academic field is the major code number.

Advertising/Public Relations

See Field of Study page 63

Agriculture (0100)

AGRI 1307, 1311, 1327, 1371, 1415,
2201, 2301, 2303, 2313, 2317,
2321, 2330, 2371
BIOL 1408, 1409

Architecture (0200)

DFTG 1305
MATH 2412, 2413
PHYS 1401, 1402

Art (1002)

ARTS 1301, 1303, 1304, 1311,
1312, 1316, 1317, 2313, 2314,
2316, 2317, 2326, 2327, 2356, 2357

Art/Commercial (1003)

ARTS 1301, 1303, 1304, 1311,
1312, 1316, 1317, 2313, 2314,
2356, 2357

Behavioral Sciences (2000)

ANTH 2301, 2351
PSYC 2301, 2306, 2314, 2315, 2319
SOCI 1301, 1306, 2301, 2336
GEOG 1303, SOCW 2361

Biological Sciences (0400)

MATH 2412, 2413
CHEM 1411, 1412, 2423, 2425
BIOL 1406, 1407

Business

Administration (0599)

See Field of Study page 60

Chemistry (1905)

MATH 2413, 2414, 2415
PHYS 2425, 2426
CHEM 1411, 1412, 2423, 2425

Communications (0602)

See Field of Study page 64-65

Computer Science (0701)

See Field of Study page 62

Criminal Justice (2105)

See Field of Study page 61
CRIJ 1301, 1306, 1307, 1310,
1313, 2314, 2323, 2328

Dance (1008)

Dance Education (1008-2)

DANC 1252, 1301, 1341, 1342, 1345,
1346, 2303, 2252, 2341, 2342

Dentistry (1204)

Medicine (1206)

Veterinary Medicine (1218)

BIOL 1406, 1407
CHEM 1411, 1412, 2423, 2425
MATH 2412, 2413
PHYS 1401, 1402

Drama/Theatre (1007)

DRAM 1120, 1310, 1322, 1323,
1330, 1341, 1351, 1352, 2331,
2336, 2351, 2361, 2362, 2366

Elementary Education (0802)

EC-4th Grade (see page 53.)
4th-8th Grade (see page 54.)

Engineering

Aerospace (0902), Chemical (0906)
Petroleum (0907), Civil (0908)
Electrical (0909), Mechanical (0910)
CHEM 1411, 1412
CHEM 2423,
CHEM 2425 (Chemical Engineering)
COSC (Programming)
DFTG 1309
ENGL 2311
ENGR 1101, 1102, 2301, 2302, 2405
GEOL 1403
GEOL 1404 (Petroleum Engineering)
MATH 2318, 2413, 2414, 2415, 2320
PHYS 2425, 2426

English (1501)

Foreign Language
ENGL 2322, 2323, 2326, 2332, 2333

Forestry (0114)

BIOL 1406, 1407
CHEM 1411
ECON 2301
GEOL 1403
MATH 1316

Geology (1914)

CHEM 1411, 1412
MATH 1316
PHYS 1401, 1402
GEOL 1403, 1404, 1405, 2407

**Government/History (0804)
Law (1401)**

HIST 2301, 2311, 2312, 2321, 2322
ANTH 2301, 2351

Industrial Education (0839)

DFTG 1305, 1309, 1333
MATH 1314, 1316

Journalism (0602)

See Field of Study page 64-65

Kinesiology (0835)

BIOL 2401, 2402
CHEM 1411
HECO 1322
KINE 1218, 1220, 1230, 1238,
1245, 1301, 1309, 1321, 1322, 1331,
1371

Mathematics (1701)

PHYS 2425, 2426
MATH 2318, 2320, 2413, 2414, 2415

Music Performance**Music Education (10052)**

See Field of Study page 66
See department head for ensembles
and applied lessons.

Music-Commercial (10053)

MUSI 1114, 1115, 1116, 1117,
1211, 1212, 1308, 1309
See department head for ensembles
and applied lessons.

Nursing (1203)

See Field of Study page 67

Pharmacy (1211)

BIOL 1406, 1407
CHEM 1411, 1412, 2423, 2425
MATH 2412, 2413
PHYS 1401, 1402

Physical Therapy (1212)

Occupational Therapy (1208)

BIOL 1406, 1407
CHEM 1411, 1412
MATH 1314, 1342
PSYC 2301, 2314
SOC1 1301

Physics (1902)

CHEM 1411, 1412
COSC 1336, 1337
MATH 2320, 2412, 2413,
2414, 2415
PHYS 2425, 2426

Religious Studies (15102)

PSYC 2301
SOC1 1301, 1306
Foreign Language
RELI 1311, 1312, 2311, 2312

Social Sciences (2201)

ANTH 2301, 2351
ECON 2301, 2302
GEOG 1303
HIST 2311, 2312, 2321, 2322
SOC1 1301, 1306, 2301
PSYC 2301, 2314, 2319
SOCW 2361

Speech and

Speech Education (1506)

DRAM 2336
PSYC 2301
SPCH 1315, 1318, 1321

