

Welcome »

Enrollment Process for New
Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for
Students »Student Rights and
Responsibilities »

Health and Safety »

[President's Welcome](#)[Introduction](#)[The Palo Alto College Mission](#)[Equal Opportunity](#)[Academic Calendar](#)

Introduction

Palo Alto College students are responsible for reading and understanding the Student Handbook. Use the Student Handbook as a resource and take some time to familiarize yourself with the Alamo Colleges policies and procedures which identify the basic rights, responsibilities, and expectations of all students and serve as a guide for the overall student experience at Palo Alto College.

The Palo Alto College Mission

The students at Palo Alto College are central to the mission of our institution. As a public comprehensive community college, Palo Alto College provides exemplary, accessible education and training to a diverse and aspiring community. The College educates, nurtures, and inspires students through a dynamic and supportive learning environment, which promotes the intellectual, cultural, economic and social life of the community. As a community we share a dedication to maintain an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas. Individual rights are best protected by a collective commitment to mutual respect. Our Core values include: Quality Instruction, Student Success, Commitment to Community and Appreciation of Diversity.

Palo Alto College fulfills its mission by offering the following:

- General, transfer, and technical education;
- Basic skills development and comprehensive literacy programs;
- Continuing education and community outreach;
- Student success and support programs;
- Instructional technologies and distance education;
- Library information resources; and
- Institutional research, planning, development and evaluation.

Palo Alto College recognizes that student success is a shared responsibility between the students and the College. Thus students are expected to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding,
- use college resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

[back to top](#)

Equal Opportunity

The Alamo Colleges are [Equal Opportunity Colleges](#) and do not discriminate in access, admission, campus activities, education, employment, public accommodation, or public service on the basis of age, race, color, national origin, religion, disability, handicap, height, marital status, political affiliation, gender, sexual orientation, or veteran's status. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Alamo Colleges. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

No act of retaliation shall occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding. Inquiries or complaints concerning these matters should be brought to the attention of:

Associate Vice Chancellor of Human Resources, Title IX Coordinator
Employee Services Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 485-0200

Persons with disabilities who plan to attend the Alamo Colleges, who may need reasonable accommodations as per the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, should contact the designated Disability Support Services office at the college at least four (4) working days prior to the program or activity so appropriate arrangements can be made. Alamo Colleges' policy is available online.

[back to top](#)

Academic Calendar

The College's Academic Calendar shows holidays, dates for final exams and the last day to withdraw from a class without obtaining a failing grade. The most recent academic calendar can be found in the [online College Catalog](#).

[back to top](#)



Student Handbook

ENROLLMENT PROCESS FOR NEW STUDENTS

Welcome »

Enrollment Process for New Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for Students »

Student Rights and Responsibilities »

Health and Safety »

[Step 1: Complete Apply Texas Application](#)

[Step 2: Submit an official High School/GED or College Transcript](#)

[Step 3: Take Placement Exam – Meet TSI Requirement](#)

[Step 4: Schedule an Advising Session](#)

[Step 5: Register for Courses](#)

[Step 6: Apply for Financial Aid and Scholarships](#)

[Step 7: Make Payment](#)

The Alamo Colleges encourage students to pursue an education beyond high school and welcome all students to attend. The Alamo Colleges recognize a variety of admissions. Each category is further explained by visiting the [online College Catalog](#).

- Audit/Non-Credit
- College or University transfer
- Conditional
- Dual Credit
- Early Admission
- Former Student
- General Education Development (GED)
- High school graduation
- Individual Approval
- International Student
- Military Transfer
- Senior Citizen

Please note that students applying to one college will also be admitted to any of the other Alamo Colleges and are encouraged to explore the programs available at all of the colleges. Students are encouraged to complete the application process well before registration begins for the term they plan to attend the Alamo Colleges for the first time.

[back to top](#)

Step 1: Complete Apply Texas Application

To complete the online profile students should have the following information available before beginning: Social Security Number, email address (students without email accounts can create them at various free sites such as [yahoo.com](#) or [hotmail.com](#)), and Visa/Permanent Resident information.

To complete the ApplyTexas application:

- Logon to <http://www.applytexas.org> to create a student profile.
- Record the User ID and Password for future access.
- Select Two-Year Undergraduate Application.
- Select the college to which the application will be delivered.
- Submit the application to the appropriate Alamo College.

- Copy the ID Number provided in the window for your records.

Once the application is submitted, all corrections and updates require a visit to the Enrollment Services/Admissions and Records Office. Students will receive an email with a verification number. **When you consult with one of the Alamo Colleges, please have your email verification and confirmation number with you.**

[back to top](#)

Step 2: Submit an official High School/GED or College Transcript

Transcripts should be directly sent from the last institution attended to Palo Alto. College transcripts can be mailed to Palo Alto College at 1400 W. Villaret Blvd., San Antonio, TX 78224, or brought to campus in a sealed envelope to the Records and Registration Office, Palomino Center, Room 118.

[back to top](#)

Step 3: Take Placement Exam – Meet TSI Requirement

[Texas Success Initiative](#) or TSI (Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework when they enter a public college or university. TSI measures Reading, English, Writing, and Mathematics skills to determine students' readiness to enroll and perform in freshman-level academic coursework.

TSI placement requirements are met by:

- Providing official documentation of TSI exemption or compliance (official documentation includes test scores such as ACT/SAT or college transcripts) OR
- Taking the Accuplacer Placement Exam (\$15 fee) offered through the Testing Center in Brazos Building, #100.

For additional information regarding TSI and exemptions that may apply, please visit the [online College Catalog](#).

[back to top](#)

Step 4: Schedule an Advising Session

To be adequately prepared for registration, students should seek [Academic Advising](#) before the registration process begins to become familiar with prerequisites for courses, degrees and programs, and transfer plans. A registration hold will be placed on student's record until the requirement has been met.

Advising is required for:

- All First-Time college students
- Students who have earned college Dual Credit as high school students
- Transfer college students to the Alamo Colleges with fewer than fifteen (15) earned college semester credit hours
- Students with Academic Holds

Advising is recommended for:

- Currently enrolled students
- Students planning to transfer to another college or university

An advising session can be scheduled through New Student Orientation or Group Advising. Students are required to be advised based on the results of their TSI or placement exam scores. Entering students with fewer than fifteen (15) college semester credit hours are required to successfully complete a College Success Course - Student Development 0170 Course during the first (1) semester of enrollment. This course covers campus resources and strategies to help students succeed.

Students with 30 hours or more should visit with their Faculty Advisor prior to registering.

It is the responsibility of all students to ensure that they are aware of current policies, procedures, and degree requirements. For those students transferring, they must ensure that they take courses at the Alamo Colleges that will be accepted by the senior institutions they wish to attend.

[back to top](#)

Step 5: Register for Courses

After a student has been advised, students can register for courses by following the registration process:

1. Log into the [ACES Portal](#) with your Alamo Colleges ID and Password.
2. Select **Student**.
3. Select **Web Services**.
4. Select **Student and Financial Aid**.
5. Select **Registration**.
6. Select **Add or Drop Classes**.
7. Select a **Term** and **Submit**.
8. Select **Class Search**.
9. Select the Subject you are looking for. You can choose a campus, attribute type, course number, time and/or day. **Note:** The attribute type option allows you to choose alternate locations (i.e. SAC course held at NLC).
10. Enter information and select **Class Search** at the bottom. This returns a list of all courses meeting your criteria. Courses for which you are eligible to register will have a **check box**. Select the course by checking the box.
11. Scroll to the bottom and select **Register**.
12. You will be taken back to your schedule with the new class added. If there were any errors or holds (prerequisite, co-requisite, other restrictions), the error/hold will display with your schedule, and the course will not be added.
13. Repeat steps 7-12 to add additional classes.
14. To drop classes, from your schedule, click the drop-down menu beside the course you wish to drop and select ****Web Dropped Prior to Term****.
15. At the bottom, select **Submit Changes** and the course will be added/removed from your schedule.

[back to top](#)

Step 6: Apply for Financial Aid and Scholarships

You can apply for financial aid by completing and submitting a FAFSA (Free Application for Federal Student Aid) form at any point during the academic year; however, we encourage you to apply as soon as the previous year's income tax has been filed for the upcoming academic year by the [priority deadline](#). It is your responsibility to ensure that financial aid will be processed in time for the semester you will be attending.

Financial Aid communicates only through your Alamo Colleges email and financial aid is specific to each Alamo College Campus. For example, you must select Palo Alto College as a school on your FAFSA if you wish to receive financial aid at Palo Alto College. For more detailed information, please visit the [Financial Aid](#) website.

Scholarships are available to all students and come from a variety of sources. Please visit the [Scholarship Support Services](#) website for current scholarship applications and deadlines.

[back to top](#)

Step 7: Make Payment

Tuition bills will not be mailed. Your bill can be viewed in your online self-service account. Payment deadlines/drop dates can be found online. If payment is not made before the payment deadline, you will be dropped from all classes for that semester. Payments can be made by:

- Credit Card or Check through ACES online
- Visiting the Bursar's Office
- Signing up for an Installment Plan (available for all semesters with the exception of Flex sessions) through ACES online
- Accepting financial aid awards online through ACES

For more detailed information, see [Payment Deadlines/Refund Dates](#).

[back to top](#)

Welcome »

Enrollment Process for New Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for Students »

Student Rights and Responsibilities »

Health and Safety »

[Transfer Transcript Evaluation](#)[Academic Fresh Start](#)[Transfer Credit Policy](#)[Credit by Non-Traditional Means](#)[Foreign Transfer Credit Requirements](#)[Transfer Dispute Resolution](#)[Transcript Request](#)[Transfer Rules Noncompliance Policy](#)[Name Changes](#)[Personal Information](#)

Transfer Transcript Evaluation

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

The Alamo College accepts any passing grade from any regionally accredited institution. Passing is a grade of "D" or better. Transcripts received become the permanent property of the Alamo Colleges.

Official transcripts from all colleges and universities attended must be forwarded to the respective Alamo College. Transcripts may not be faxed. Students unable to supply official transcripts at the time of admission may be admitted conditionally. (See [Conditional Admissions](#).)

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

[back to top](#)

Academic Fresh Start

An applicant who elects [Academic Fresh Start](#) may apply these credit hours toward the determination of TSI requirements. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321.

Students electing this policy may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at any of the Alamo Colleges and any other Texas state college or university. Such work, however, will NOT be removed from students' academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

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

[back to top](#)

Transfer Credit Policy

Only those courses in which a "D" or better has been earned may be applied to meet the requirements toward a certificate or degree, and only those technical courses in which a "C" or better has been earned may be applied to meet the requirements in the major field of study. This policy applies to all degree plans.

Credit may be transferred to the Alamo Colleges from colleges and universities regionally accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Credit from institutions not regionally accredited by one of the above associations is not accepted by the Alamo Colleges. The Alamo Colleges' Enrollment Services/Admissions and Records Offices are responsible for verifying an institution's regional accreditation status and for evaluating the official transcripts.

Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the college of the Alamo Colleges granting the degree or certificate.

Transfer credit may meet graduation requirements if equivalent to the Alamo Colleges' course. Questions regarding course equivalences should be directed to the Enrollment Services/Admissions and Records Office.

[back to top](#)

Credit by Non-Traditional Means

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

Credit hours earned by examination will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned.

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

The types of credit received by non-traditional means are listed in the [online college catalog](#).

[back to top](#)

Foreign Transfer Credit Requirements

All Alamo Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

- Admissions Requirements: Students using transcripts for admissions purposes ONLY and not for transfer credit are required to have only the transcript translated. Interpretation and evaluation of the transcript is not required.
- Students requesting transcript evaluation for transfer credit must submit the official transcript and an official third (3) party report/recommendation from a National Association of Credential Evaluation Services (NACES) member that includes translation, interpretation, and evaluation of the transcript. Credit will be awarded based on the information contained in the report and offerings of the Alamo Colleges.

[back to top](#)

Transfer Dispute Resolution

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

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

[back to top](#)

Transcript Request

To request an official transcript of record, students must complete a signed Transcript Request Form. Once processed, transcripts will be sent to the receiving institution. In compliance with FERPA regulations and Alamo Colleges' policy, transcripts may only be released to the student of record. For additional information regarding how to request a transcript, please click [here](#).

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

[back to top](#)

Transfer Rules Noncompliance Policy

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

[back to top](#)

Name Changes

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records Office. Correcting spelling or the proper sequence of the legal name requires an official birth certificate. To request a name change, submit a completed form and the signed court order, marriage license, or divorce decree showing the new legal name. To assume a spouse's name following marriage, complete a request and provide the marriage certificate. To discontinue use of a married name and resume use of the original family name or another name, present a divorce decree or a signed court order showing restoration of the original or other name.

[back to top](#)

Personal Information

Changes in personal information (i.e., name, address, subject major, telephone number) can be made by completing the appropriate forms and providing the required documentation at the Office of Admissions and Records. Some of these changes can be made through your ACES account

Welcome »

Enrollment Process for New Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for Students »

Student Rights and Responsibilities »

Health and Safety »

[Adds, Drops, and Withdrawals](#)[Academic Holds](#)[Academic Standing and Probation](#)[Good Standing](#)[Academic Probation](#)[Continued Academic Probation](#)[Academic Dismissal \(First or Second Academic Dismissal\)](#)[Academic Dismissal \(Third Academic Dismissal\)](#)[Admission Appeal Procedure](#)[Census Date](#)[Classification of Students](#)[Course Load](#)[Prerequisite and Co-Requisite Courses](#)[Concurrent Enrollment at the Alamo Colleges](#)[Common Course Numbering System](#)[Petition for Overload](#)[Reinstatement to Class](#)[Degree Plans and Certificates](#)

Adds, Drops, and Withdrawals

Students should carefully consider all options before changing their schedules. An add/drop schedule change period is provided each semester following the close of registration. From the beginning of classes through the Census Date, changes made in courses will be recorded/posted as "Dropped before Census" and will not appear on the official transcript. Students withdrawing after the Census Date will receive a grade of "W" during the withdrawal period. Official "W" recording dates are listed in the Academic Calendar. Drop/Add Forms may be picked up in the Records Office or the appropriate department. **Courses dropped do not become official until the drops have been processed.**

It is very important to consider that:

- All class schedule adjustments must be recorded and officially processed by the Enrollment Services/Admissions and Records Office and may require approval from department chairs or designees.
- Withdrawing from a class after the Census Date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. (See **Drops and Withdrawals** below.)
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying Student Financial Services offices of enrollment changes is not official notification to the Alamo Colleges.
- No drops or withdrawals will be accepted by phone or over the Internet.

There are several types of adds, drops, withdrawals, and other important policies regarding changing course schedules. The details for each of the options listed below can be found in the college [online catalog](#).

- Adds
- Drops and Withdrawals
- Faculty Initiated Drops
- Student Initiated Drops

- Three-Peat (Third-Attempt) Enrollment Ruling
- Six Course Drop Ruling
- Official Withdrawals
- Withdrawal for Military Service
- Recording Withdrawal Grades

[back to top](#)

Academic Holds

Academic Holds preventing the release of official Alamo Colleges' transcripts will be placed on students' records until all admissions requirements are met. Academic Holds result when a student does not provide an official transcript from the last institution attended, does not comply with the Alamo Colleges' academic policies or does not obtain advising/counseling whenever necessary. Lack of compliance results in delayed registration.

[back to top](#)

Academic Standing and Probation

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion. Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status through their ACES accounts. (See also Adds, Drops and Withdrawals, including Three-Peat Enrollment Ruling and Six Course Drop Ruling.)

[back to top](#)

Good Standing

Minimum 2.0 GPA, per semester/session and overall GPA, including developmental courses. Two (2) summer sessions equal one (1) semester.

[back to top](#)

Academic Probation

Students who begin any semester/session in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' ACES email addresses.

Students may re-enroll for one (1) semester/session after meeting with counseling/advising services.

Student status is evaluated after each semester/session. Students must earn a semester/session GPA of 2.0 or higher to remain enrolled.

Upon completion of above requirements any appropriate Academic Hold will be cleared on student records.

Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

[back to top](#)

Continued Academic Probation

After the first (1) semester/session of Academic Probation Status, students may re-enroll at the Alamo Colleges on a Continued Academic Probation status after meeting with counseling/advising services.

Student status is evaluated after each completed semester/session. Students must meet minimum academic (2.0 GPA) standards for each subsequent semester/session.

The Continued Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

[back to top](#)

Academic Dismissal (First or Second Academic Dismissal)

If students on Academic Probation or Continued Academic Probation fail to earn a semester GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester/session following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive written notification from the Alamo Colleges.

After remaining out for one (1) semester for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.

Students re-admitted must earn a semester GPA of 2.0 GPA overall or higher to remain enrolled.

Students who wish to remain in school may petition for an exception. Exceptions granted will be re-enrolled under the status of Continued Academic Probation.

Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.

Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

In addition to the policy above, students may be required to reduce their course loads and/or enroll in a college success course that is designed to teach proven strategies for academic success.

Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policy outlined above.

[back to top](#)

Academic Dismissal (Third Academic Dismissal)

A student on Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Colleges for one (1) calendar year after which a petition may be made for re-admission. The Enrollment Services/Admission and Records office can provide information and deadlines on the petition process.

Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

In addition to the policy above, students may be required to reduce their course loads and/or enroll in a college success course that is designed to teach proven strategies for academic success.

[back to top](#)

Admission Appeal Procedure

All students who fail to meet the academic criteria stated in the Alamo Colleges' current catalog, students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal), and students on Suspension from any institution must follow the admission/readmission procedures as described in the

guidelines outlined under **Academic Standing and Probation: Academic Dismissal** in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

[back to top](#)

Census Date

The Official Census Date of each semester or session established by the THECB is the Alamo Colleges' official certified enrollment date. No grade is recorded or maintained for courses dropped prior to the Official Census Date. For a complete list of Census Dates, please visit the [Academic Calendar](#).

[back to top](#)

Classification of Students

Freshman: Must have completed less than thirty (30) semester credit hours in college-level courses at the Alamo Colleges or other regionally accredited college(s).

Sophomore: Must have completed not less than thirty (30) and not more than seventy-two (72) semester credit hours in college-level subjects at the Alamo Colleges or other regionally accredited college(s).

Unclassified: Must have completed more than seventy-two (72) semester credit hours with no associate or baccalaureate degree earned.

Undergraduate: Less than a baccalaureate.

[back to top](#)

Course Load

Students may not enroll in more than the maximum semester credit hours allowed by the Alamo Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally should not be allowed to enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term. For an overview of full-time status, part-time status and course hour maximum, please visit the [online College Catalog](#).

[back to top](#)

Prerequisite and Co-Requisite Courses

A number of courses have prerequisites. The prerequisite may be a score on a placement test or successful completion of a lower-level course. Before registering for courses with prerequisites, students must show proof that they have fulfilled the requirement or are in the process of fulfilling the requirement. Questions regarding prerequisites should be directed to the appropriate academic department chair. When a student registers for a course indicating a co-requisite course is required, all courses listed must be attempted simultaneously.

[back to top](#)

Concurrent Enrollment at the Alamo Colleges

- Students enrolling concurrently at more than one of the Alamo Colleges will be assessed tuition for all courses combined across the Alamo Colleges. (See Tuition.)

A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by the Alamo Colleges for any given semester, i.e., eighteen (18) maximum hours for Fall or Spring and fourteen (14) hours maximum for Summer.

[back to top](#)

Common Course Numbering System

Courses in the catalog are identified by subject prefixes and numbers that have been assigned in accordance with the Texas Common Course Numbering System (TCCNS) as listed in the [Lower-Division Academic Course Guide Manual](#) (ACGM) and the [Workforce Education Course Manual](#) (WECM) for Technical and Continuing Education courses.

Each course number contains four (4) digits which pertain to level, credit hours, and sequence number.

For example, ENGL 1301 is:

1 – Level (Freshman in this case)

3 – Semester credit hours

01 – Sequence Number (Part One in this case)

Though developmental-level ("0") courses may be required prior to taking college-level courses, they do not fulfill requirements for any degrees and may not be transferable to a senior university.

For more detailed information about the course numbering system, please visit the [online College Catalog](#).

[back to top](#)

Petition for Overload

Students enrolled in special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed, may be exempt from these limitations. Students may petition to the Vice President/Dean of Student Affairs or designee for additional hours.

[back to top](#)

Reinstatement to Class

A student dropped for excessive absences or lack of progress may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and submitted to the Enrollment Services/Admissions and Records Office.

[back to top](#)

Degree Plans and Certificates

It is highly recommended that you follow a [degree plan](#), [certificate plan](#), or [transfer plan](#) in order to ensure that you take the necessary courses. For general information, see [Degree Information](#).

[back to top](#)

Welcome »

Enrollment Process for New
Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for
Students »Student Rights and
Responsibilities »

Health and Safety »

[Admissions & Records](#)[Assessment and Testing Center](#)[Center for Academic Transitions](#)[Corporate and Community Education](#)[Counseling Services](#)[Disability Support Services](#)[Distance Education](#)[International Students](#)[Library Services](#)[Ray Ellison Family Center](#)[Retention and Student Engagement](#)[Strategies for Success](#)[Student Identification Cards](#)[Tutoring Services](#)[Veterans Affairs and Army ROTC](#)[Welcome Advising Center](#)

Admissions & Records

The Admissions & Records/Enrollment Services office provides admissions processing, registration, maintains student records, and completes required state/federal reports. Admissions activities include college and high school level credential/transcript evaluations, admissions application completion, state residency determination, early admission and dual credit coordination, and degree plan processing. Academic records management includes grade posting, academic standing, honors determination, and issuance of academic transcripts. Additional information about the admission and registration process can be found in the [online College Catalog](#).

[back to top](#)

Assessment and Testing Center

The Assessment and Testing Center offers a variety of testing programs to assist students with State test requirements and academic placement. The Center also provides make-up, distance education and CLEP testing. Many of these exams require an appointment prior to testing. Additional information can be found on the [Assessment and Testing Center](#) Website.

[back to top](#)

Center for Academic Transitions

Located in the Student Center, the [Center for Academic Transitions](#) provides the educational road map for successful transfer from Palo Alto College to the four-year university, Graduation, Career Services, Alumni y Amigos and Scholarships. Transfer Services include: Transfer advising, Recruiter Visitation Schedules, Transfer Guides/2+2 Transfer Plans, University applications and catalogs, joint admissions agreements, and Transfer scholarship information. Career Services include: Job and Internship placement, resume assistance, workshops that help build interview skills and other areas, and work study assistance. Additional information can be found on the [Center for Academic Transition](#) Website.

[back to top](#)

Corporate and Community Education

[Corporate and Community Education](#) offers many short term occupational training certifications, provides a wide range of Job Entry training programs, provides a wide range of Incumbent Worker Development programs for adult learners, helps prepare learners for college matriculation, and provides wholesome recreation alternatives and meaningful community programs designed to enhance our community's everyday quality of life. Corporate and Community Education also offers customized training and co-listed courses. Please visit [Corporate and Community Education](#) for additional information.

[back to top](#)

Counseling Services

The [Counseling Services](#) Center provides all students with comprehensive services designed to enhance their ability to define and attain academic, career and personal goals. Students are encouraged to speak with a counselor to develop strategies that will promote academic success and personal success. When enrolling in College for the first time, students meet with counselors or advisors for academic advisement and registration. Thereafter, counseling services are available to assist students in various phases of academic, career and personal development. Professional counseling is also available for day and evening students. All counseling is confidential. Individual counseling, small group discussions, seminars and workshops provide students with information and strategies in the following areas: Academic Counseling, Personal Counseling, Career Counseling, and Crisis Counseling.

[back to top](#)

Disability Support Services

The [Disability Support Services \(DSS\)](#) Office coordinates accommodations for PAC students with permanent and temporary disabilities as defined by the Americans with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination in the recruitment, admission or treatment of students. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual â€ shall solely by reason of â€ handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." In order to gain more knowledge about how to receive services and what services are offered please visit the [Disability Support Services \(DSS\)](#) website.

Prior to placement testing and for future assistance, contact the Disability Support Services Office for accommodations.

[back to top](#)

Distance Education

The Alamo Colleges are committed to providing students an easy access, flexible, and continuous registration/enrollment process. Alternative learning options meet the needs of students whose busy lives make scheduling college courses difficult. Different types of courses available to students include: Online Internet Courses, Video Courses, Interactive Video Conferencing Courses, and Blended/Hybrid Courses. For additional information on distance education, please visit the [online College Catalog](#).

[back to top](#)

International Students

All persons seeking admission holding non-permanent F-1 visas will be processed as International

Students. The Designated School Official assists prospective international students with admission application, advising, registration, medical insurance, USCIS (former INS) compliance, etc. Enrolled international students are also assisted with transfer to other institutions or return to their home country.

[back to top](#)

Library Services

[The Library](#) is structured to provide on-site library materials, information technologies, and instructional services necessary to support and supplement the teaching-learning programs at all levels. The library's collection includes print volumes, current magazines and journals, electronic indexes with full text databases, computer software, audiovisual materials, and domestic and foreign newspapers. Through cooperative agreements and computer database searching, the library has access to the holdings of local, state, and national libraries. Information Studies faculty librarians also help develop database searches and verify requests for inter-library loans. Additionally, the library offers the Library Technology Assistant degree and certificate program for those wishing to become paraprofessionals in libraries or to upgrade their skills and credentials. The degree is fully transferable.

[back to top](#)

Ray Ellison Family Center

The Ray Ellison Family Center at Palo Alto College is licensed to provide care to 66 children daily between the ages of 21 months and 4 years old, including those children who turn 5 after September 1st. We are located on the Palo Alto College campus. Priority for enrollment is given to Palo Alto College students, but we are open to the community as space permits. Families on CCDS are welcome. Additional information can be found on the Ray Ellison Family Center Website.

[back to top](#)

Retention and Student Engagement

The Office of Student Retention and Engagement provides a linkage to college and community resources available to assist students with meeting personal needs while pursuing their education. Referrals are made to United Way agencies for financial assistance, utility relief programs, child care, domestic violence, and housing which may include the following: Child Care Delivery Service (CCDS), Catholic Charities, De Paul Family Center, Housing Authority of San Antonio, CARE LINK, City of San Antonio-Department of Community Initiatives and Family Violence Prevention Services. Students may be referred by faculty, staff, and/or self-referral. All inquiries are welcome. For assistance, come to Student Engagement and Retention located in the Student Center or call (210) 486-3125.

[back to top](#)

Strategies for Success

The Alamo Colleges require all students to complete a student development course designed to help them successfully transition to college and better understand the Alamo Colleges' expectations. Student Development (SDEV) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Students who complete SDEV courses have a proven record of higher retention and persistence in college. A variety of SDEV courses are offered to fit specific student needs.

[back to top](#)

Student Identification Cards

Official Palo Alto College photo identification (ID) cards may be obtained at the Assessment and Testing Center (Brazos Hall 100) after tuition and fees are paid. Students must provide a current statement of account (available from the student's ACES account) and a valid photo ID to obtain a Student ID card. ID cards must be validated each semester/session with official validation stickers. ID cards are required for college functions. All credit students are required to present a Student Identification Card for access to such services and activities as library usage, physical education facilities, special events, academic advisement, transcript requests, etc.

[back to top](#)

Tutoring Services

[Tutoring Services](#) are offered in a variety of areas for students of all levels. The Reading Learning Center (RLC) provides all students enrolled at Palo Alto College with tutoring at no charge in all levels of reading courses (READ 0301, READ 0302, READ 0303). The Math Learning Center (MLC) provides all students enrolled at Palo Alto College with tutoring at no charge in all levels of Mathematics. The Science Learning Center (SLC) helps students succeed in their science classes. The Writing Assistance Center (WAC) provides all students enrolled at Palo Alto College with one-on-one writing tutoring at no charge. Tutors help students with any writing assignment or task at any stage of the writing process "from brainstorming to final draft. Tutoring is also available to students online via [Smarthinking](#).

[back to top](#)

Veterans Affairs and Army ROTC

[Veterans Affairs](#) helps all eligible veterans obtain assistance and information on their VA educational benefits while they attend Palo Alto College. If you are eligible to apply for VA educational benefits, visit the PAC Veterans Affairs Office with a DD-214 (Member 4 copy), if possible, and any correspondence received from the VA pertaining to your educational benefits. VA students must declare a major upon enrollment.

The Army Reserve Officers Training Corps (ROTC) at Palo Alto College is an educational program which combines college electives in Military Science with practical and unmatched leadership training. There is no military obligation for non-contracted freshmen or sophomores within this program. The program is designed to prepare men and women for succeeding in college, becoming Army officers, and developing in their chosen career. The ROTC program is under the direction of the University of Texas at San Antonio. Academic classes are held at PAC, while field training exercises are held at UTSA or a military installation.

[back to top](#)

Welcome Advising Center

[The Welcome Advising Center](#) is the first stop in your journey to success. The Welcome Advising Center Staff is specifically trained to negotiate the maze of admissions, financial aid, assessment, and advising. Services offered include: advising, supplying general information regarding Palo Alto College majors and academic degree plans and other college/university academic degree plans, assisting with online Fall/Spring/Summer registration, helping complete FAFSA forms, and providing a Computer Lab to view or print out grades, unofficial transcripts, class schedules and tuition bills.

[back to top](#)

Welcome »

Enrollment Process for New
Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for
Students »Student Rights and
Responsibilities »

Health and Safety »

[Early Alert Program](#)[PASSkey Program](#)[Gateway to College Program](#)

Early Alert Program

Early Alert is designed to promote student success and retention by serving as a resource tool to faculty in efforts to enhance academic success. The primary objective of the program is to identify academic difficulties within the first 6-8 weeks of a semester that may negatively impact overall student success. The Early Alert program is initiated when a faculty member identifies students who are experiencing academic difficulties. As a result of a faculty-initiated referral, an Early Alert Specialist contacts the student and advises the student about ways to address their academic difficulties. A final report is given to the faculty regarding the outcome of the meeting with the student through academic counseling and community resource referrals.

Gateway to College Program

The [Gateway to College](#) Program is designed to assist 16- to 20-year-old students who have left high school return to education and gain a diploma while concurrently earning college credit toward a certificate or degree program at Palo Alto College. Gateway to College students learn how to succeed in an educational setting under the guidance of a caring team of faculty and student support specialists. For more detailed information about Gateway services please visit the [Gateway to College](#) Program website.

[back to top](#)

PASSkey Program

[PASSkey](#) is a retention program funded by the U.S. Department of Education and is designed to: increase college retention and graduation rates of eligible students, increase the transfer rates of eligible students from two-year to four-year institutions, and foster a supportive climate of success for low-income and first-generation college students and individuals with disabilities.

PASSkey participants must meet the established federal criteria of academic under-preparation, first-generation college, low-income and/or a disability as defined by the ADA. PASSkey's retention initiatives incorporate a broad, flexible system of supportive services. Visit the [PASSkey](#) website for additional information about services offered and eligibility criteria.

[back to top](#)

Welcome »

Enrollment Process for New
Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for
Students »Student Rights and
Responsibilities »

Health and Safety »

[Student Code of Conduct](#)[Academic Integrity Violations](#)[Academic Integrity Disciplinary Process](#)[Timelines for Academic Integrity Disciplinary
Process](#)[Grievance Procedure \(Academic\)](#)[Academic Grievance Form](#)[Non-Academic Misconduct](#)[Grievance Procedure \(Non-Academic\)](#)[Non-Academic Grievance Form](#)[Grievance Procedure \(ADA\)](#)[Timelines for Appeal of Disciplinary Action](#)[Disciplinary Hearing Committee](#)[Grading System](#)[Grade Availability](#)[Grade Changes](#)[Grade Point Average](#)[Food Sales](#)[Freedom of Speech and Assembly](#)[Intellectual Property](#)[Interrogations and Searches](#)[Religious Holy Days](#)[Registered Student Organizations](#)[Student Fundraising](#)[Student Publications and Signs](#)[Traffic and Parking](#)[Student and Community Use of Alamo Colleges
Facilities](#)[Directory Information](#)[Privacy Rule](#)[Amendments to Student Records](#)

Student Code of Conduct

The Alamo Colleges respect the dignity and worth of each individual in the academic community and recognize the basic rights of freedom of speech, assembly, inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each member of the college community, the Alamo Colleges have established a Student Code of Conduct and a due process system.

The Student Code of Conduct is based on promoting education and excellence regarding student behavior. The goal of the Student Code of Conduct is that acceptable standards of behavior are communicated to, and understood and upheld by, students.

The Alamo Colleges encourage and facilitate an environment where students and student organizations take responsibility for their actions. The Student Code of Conduct educates students about their rights and responsibilities as members of the Alamo Colleges. For further information on the Student Code of Conduct, please visit [Board Policy F. 4.2](#).

For a complete listing and description of the Student Code of Conduct definitions, please visit the [online College Catalog](#).

[back to top](#)

Academic Integrity Violations

[Academic Integrity Violations](#) may cause administrators to initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion.

[back to top](#)

Academic Integrity Disciplinary Process

If a faculty member finds that a student is in possible violation of the academic standards of the Student Code of Conduct the faculty member shall document the act, completing the Academic Integrity Report Form see [F.4.2.3.F](#) online and attaching relevant evidence.

The faculty member shall notify the student and explain the procedures and possible penalties. The faculty member shall provide the student a copy of this procedure and Procedure [F.4.2.1](#), and the student will be allowed to explain the incident.

The faculty member shall then meet with the student, at a time arranged between the student and faculty member, to allow the student to explain the incident. The faculty member subsequently may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

Each of the consequences 2–4 shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member's decision, the form shall be submitted electronically to the CSAO and the paper copy shall be filed in the department office.

If the student contests the decision of the faculty member, the matter goes to the Chair, or the respective Dean or Dean's designee if the faculty member is also a Chair. The student shall continue to attend all class sessions and meet all course requirements during the appeal process.

The decision of the Chair shall occur within five days and be recorded on the form. If the student agrees with the decision, the form shall be submitted electronically to the CSAO and the paper copy shall be filed with the department office.

If the student disagrees with the decision of the Chair, the matter proceeds within five business days to the Academic Integrity Panel. The decision of the panel is final and should be recorded on the Academic Integrity Report Form. The electronic form shall be maintained by the CSAO and a paper copy shall be filed with the department office.

The Chief Academic Affairs Officer (CAAO) activates the Academic Integrity Panel and members are drawn from the Academic Integrity Committee from which five members can be asked to serve when needed. The Academic Integrity Committee shall consist of a pool of members (8-12) that shall include:

- 4-6 Full-time Tenure-track Faculty members
- 2-3 members of the Professional Staff
- 2-3 members of the student body

All members of the Academic Integrity Committee shall serve two years and receive due process training. The CAAO shall notify all parties in writing of the date, time and location of the hearing.

A Chair shall be elected from the Academic Integrity Panel to lead the proceedings. The Academic Integrity Panel shall consist of the following:

- 2 full-time tenured or tenure-track faculty members
- 1 staff member

- 1 student support staff
- 1 member of the student body

Within five days of receiving an Academic Integrity Report Form, the CSAO will notify all parties in writing of the date, time and location of the hearing. At the hearing, the student will meet with the faculty member and Academic Integrity Panel to hear the charges and present his/her side of the case. If the student misses the hearing, the faculty member and Academic Integrity Panel may proceed with the process to completion. The Academic Integrity Panel will consider any evidence submitted at the hearing, and interview persons as needed.

The decision of the Academic Integrity Panel is final. The Academic Integrity Panel has five business days in which to make its final report. The Academic Integrity Panel must send written notification of the results to the student, the faculty member, the CSAO and the CAAO.

When the CAAO receives the Academic Integrity Panel's decision and the completed Academic Integrity Report Form, the student's history of academic integrity violations will be reviewed and if the accusation of the violation is upheld, further sanctions may be applied if the circumstances of the violation warrant this (i.e., repeat behavior, multiple incidents, severely egregious offense, etc). Such sanctions may include, but are not limited to, probation, expulsion, counseling, mandatory attendance in an academic integrity class, and denial of degrees/certificates (up to and including permanent denial). In the case of denial of degrees/certificates, the college reserves the right to contact transfer partners to provide corrected transcripts without the approval of the student.

[back to top](#)

Timelines for Academic Integrity Disciplinary Process

"Days" means College class days unless specified otherwise. The timelines set forth in this procedure are maximums and, whenever possible, the specified action should be taken within a shorter period of time. Time limits may be extended at the discretion of the Chief Student Affairs Officer (CSAO) or designee for circumstances such as unavailability of key personnel due to leave, absence or emergency closures, holidays, or semester breaks. The College shall send a written confirmation of the extension to the student.

The College shall make every practicable attempt to administer the complaint/disciplinary/appeal process timely. Should it fail to do so, however, its untimeliness shall not constitute a violation of the student's rights, and the College's failure to administer the process timely cannot be used against the College to resolve any ultimate matter of fact.

It is the student's responsibility to review the complete version of the Academic Integrity Disciplinary process which can be found in the [online College Catalog](#).

[back to top](#)

Grievance Procedure (Academic)

At academic institutions, conflicts may develop within the educational process. If this process is to function smoothly, a serious effort must be made to resolve such conflicts expeditiously. In the educational process, faculty members are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. Students are encouraged to use the academic [Grievance Procedure](#) **only where there is clear and convincing evidence that an instructor has treated the student unfairly, arbitrarily, or capriciously**. The student may ask his or her instructor to review the grievance and may appeal the instructor's finding to the department Chairperson. If necessary, a final appeal may be made to the appropriate instructional Dean.

A. Definition of Terms

In these procedures, unless the context clearly requires a different meaning, the following words and phrase shall have the meaning given below:

1. **"Student"** means a person enrolled at a college of the Alamo Community College District.
2. **"Instructor"** means the person primarily responsible for teaching the class, and may include full-or part-time faculty, as well as members of the classified, professional and administrative staffs of the District.
3. **"Chairperson"** means the direct instructional supervisor of the instructor in whose department or area the student grievance arose.
4. **"Dean"** means the direct instructional supervisor of the chairperson in whose department or area the student grievance arose.
5. **"Days"** means workdays during which the college is in session.
6. **"Adequate Cause"** means clear and convincing evidence that the instructor acted unfairly, arbitrarily, or capriciously in classroom management, teaching methods, testing, or the evaluation of student performance.

B. Procedures

If a situation occurs in which a student believes that he or she has been treated unfairly by an instructor, the student should schedule a conference with the instructor in an attempt to resolve the problem.

A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student must seek a conference with the instructor within ten (10) days of the incident.

If after a conference with the instructor the student believes that the matter is unresolved, he or she may consult with the department Chairperson. Such consultation shall take place within five (5) days of the student's conference with the instructor.

A Student Academic Grievance Form must be filed with the department Chairperson. The student and the instructor will retain copies of the form. The form follows on page 24.

The Chairperson will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the Chairperson may request that the student and the instructor meet with the Chairperson in order to reach an acceptable conclusion.

If an agreement is not reached in the hearing or conference, the Chairperson will affirm or deny the grievance within five (5) days. If the decision is to affirm the instructor's position, the student may appeal to the appropriate Dean. If the decision is to affirm the student grievance and to recommend the instructor reverse his or her decision, the Chairperson must meet with the instructor and provide a written explanation. To affirm a student grievance, the Chairperson must have adequate cause.

If either the student or instructor is not satisfied with the Chairperson's decision, he or she may appeal to the appropriate Dean within five (5) days of the date of the Chairperson's decision. A complete record of the grievance will be forwarded to the Dean by the Chairperson. The Dean and the Chairperson will meet with the student and the instructor. After hearing both sides and reviewing the record, the Dean will render a decision, in writing, affirming or denying the grievance within five (5) days. The decision of the Dean is final.

A copy of this policy may be obtained from the Academic Deans' Offices.

To initiate the Student Academic Grievance process, please complete the Academic Grievance Form on the following page.

[Academic Grievance Form](#)

[back to top](#)

Non-Academic Misconduct

Non-Academic Misconduct constitutes any violation not associated with academic performance. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Unless otherwise indicated, the Code of Conduct applies to offenses on College District Premises and at College District Sponsored Activities; however, note that the definition of "College District Premises"

contemplates that the use of College District resources such as Internet access (including WiFi, ACES, Blackboard Vista) and telecommunications devices (including telephones) in the commission of any offense require the offense to be considered to have occurred while physically on College District Premises regardless of where the offense occurs. Throughout the Code of Conduct, capitalized terms indicate those terms are specifically defined in the *Definitions* section.

In addition to any and all activities prohibited by law and College District policies, procedures, and college rules, a nonexclusive list of expressly prohibited behavior can be found in the [online College Catalog](#):

The Non-Academic Misconduct Disciplinary Process includes the following:

1. Initiation of Action
2. Exigent Circumstances Involving Maintaining Safety
3. Complaint and Investigation
4. Disciplinary Action
5. Administrative Disposition of Violations
6. Appeal of Disciplinary Action

A complete version of the Non-Academic Misconduct Disciplinary Process can be found in the [online catalog](#).

[back to top](#)

Grievance Procedure (Non-Academic)

Students at Palo Alto College have the right to grieve any form of abusive treatment by college officials. If such conflicts arise between a student and college official, a serious effort must be made to resolve such issues. College officials will not condone or support "any form" of student abuse at Palo Alto College. Therefore, students are encouraged to use the Non-Academic Grievance Procedure only where there is clear and convincing evidence that an employee has treated the student unfairly through forms of discrimination, abuse and/or harassment.

A. Definition of Terms

1. **"College Official"** is a faculty member, staff member or administrator employed by the Alamo Community College District.
2. **"Direct Supervisor"** is the person to whom the college official reports.
3. **"Convincing Evidence"** means undisputed proof of such alleged behaviors.
4. **"Adequate Cause"** means clear and objective evidence in support of the student's position.

B. Procedures

1. If a student feels that he or she has received discriminatory or abusive treatment, unrelated to academic matters, from a college official, he or she may file written grievance with the direct supervisor of the college official. The direct supervisor will have five (5) days to affirm or deny the grievance.
2. If the student or the college official is dissatisfied with the decision of the direct supervisor, he or she may appeal to the second level supervisor of the college official. The second level supervisor will review all documentation and meet with all parties involved. The second level supervisor will affirm or deny the grievance.
3. Any further dispositions beyond this level will follow the same protocol as stated above.
4. All grievances beyond the level of deans and directors will be channeled to the next higher-level administrator. A complete record of the grievance will be forwarded to the next higher-level administrator. After hearing both sides and the record is reviewed, a decision will be rendered affirming or denying the grievance. To affirm a student grievance there must be adequate cause.
5. In grievances alleging sexual harassment, students are to follow the procedure outlined under Sexual

Harassment in this Handbook.

To initiate the Student Non-Academic Grievance process, please complete the Non-Academic Grievance Form on the following page.

[Non-Academic Grievance Form](#)

[back to top](#)

Grievance Procedure (ADA)

If a situation occurs in which a student believes that he or she was treated unfairly by a staff or faculty member or a college administrator, the student should schedule a conference with that individual in an attempt to resolve the problem.

A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student should not wait longer than thirty (30) days after the occasion for which the grievance arose before seeking a conference with the individual involved. The student may seek assistance from the campus ombudsperson or ADA coordinator in resolving the complaint. Students can contact these individuals through the Student Affairs Office.

If, after the conference with the individual staff, faculty member or administrator involved, the student believes that a problem still exists, the student must consult with the individual's supervisor within five (5) working days subsequent to the initial conference.

The student must file a written grievance containing a full description of the problem and the remedy requested with the supervisor. Copies of this grievance will be retained by the student, the individual accused, and the supervisor.

The supervisor may individually and separately hear the grievance from the student and staff, faculty member or administrator involved, or may have a joint meeting to hear the grievance. After hearing both sides of the problem, the supervisor may request that the student and individual meet with the supervisor again in order to reach an acceptable resolution. The supervisor may involve a higher-level administrator at any point in the process for assisting in resolution of the complaint.

If an agreement is not reached in the above described conferences, the supervisor and/or higher-level administrator will affirm or deny the grievance within five (5) working days subsequent to the conference.

- a. If the decision is to affirm the individual staff, faculty member or administrator's position, the student may appeal to the next higher administrative level.
- b. If the decision is to affirm the student grievance and to recommend that the individual accused reverse his/her decision, the supervisor must meet with the individual and provide him/her a written explanation. To affirm a student grievance, the supervisor must have adequate cause.

If either the student or individual involved is dissatisfied with the higher administrator's decision, he or she may appeal to the President within five (5) working days of the date of the decision. A complete record of the grievance will be forwarded to the President.

The President and the appropriate administrator will meet with the student and the individual accused. After hearing both sides and reviewing the record, the President will render a decision affirming or denying the grievance. If the decision is to affirm the student grievance and recommend that the individual reverse his/her previous decisions, the President must meet with the appropriate administrator and individual and provide a written explanation of his/her decision. To affirm a student grievance, the President must have adequate cause. The decision of the President is final.

The Grievance Procedure (ADA) does not apply to matters more appropriately considered under the Academic or Non-Academic Grievance Procedures or as an appeal of the Student Code of Conduct disciplinary procedures.

[back to top](#)

Timelines for Appeal of Disciplinary Action

"Days" means College class days unless specified otherwise. The timelines set forth in this procedure are maximums and, whenever possible, the specified action should be taken within a shorter period of time. Time limits may be extended at the discretion of the Chief Student Affairs Officer or designee for circumstances such as unavailability of key personnel due to leave, absence or emergency closures, holidays, or semester breaks. The College shall send a written confirmation of the extension to the student.

The College shall make every practicable attempt to administer the complaint/disciplinary/appeal process timely. Should it fail to do so, however, its untimeliness shall not constitute a violation of the student's rights, and the College's failure to administer the process timely cannot be used against the College to resolve any ultimate matter of fact.

[back to top](#)

Disciplinary Hearing Committee

When a student wishes to appeal the administrative disposition of a violation, he/she is entitled to a hearing before a Disciplinary Hearing Committee. The student must make the request to the designated administrator in writing on or before the fifth day following the administrative disposition.

The Disciplinary Hearing Committee shall be selected by the College President or designee and membership may consist of five individuals as follows:

1. Two students
2. A faculty member
3. A staff member
4. An administrative officer

The College President shall appoint one of the Disciplinary Hearing Committee members to chair the committee. The Chief Student Affairs Officer or a designee shall represent the College before the Disciplinary Hearing Committee and present evidence to support the allegations of violations of the Student Code of Conduct. The Chief Student Affairs Officer or a designee may be assisted by legal counsel assigned by the District General Counsel when, in the opinion of the Chief Student Affairs Officer or a designee, the best interests of the student or the College would be served by such assistance.

The Disciplinary Hearing Committee and Student(s) will follow the following process:

1. Provide student with Notice of proceedings
2. Student Failure to Comply with Notice
3. Follow Hearing Procedures
4. Review of Evidence
5. Decisions on Appeal
6. The Hearing Record
7. Petition for Administrative Review
8. Review of Expulsions

It is the student's responsibility to review the complete version of the Non-Academic Misconduct Disciplinary Hearing Committee and Process which can be found in the [online College Catalog](#).

[back to top](#)

Grading System

Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance)
- B (above average)
- C (average)
- D (below average/pass)
- F (failure)
- I (incomplete) *
- IP (in-progress) **
- NC (non-credit)
- W (withdrawal)
- WX (withdrawal exemption)
- WM (military withdrawal)
- CR (non-traditional credit only)
- AU (audit)
- P (pass)
- NR (not recorded)

***Incomplete Grades**

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I."

****In-Progress Grades**

The "IP" grade may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who, in the instructor's judgment, have the potential to successfully complete the coursework. The only way to receive a grade in a course for which an "IP" grade has been recorded is to re-register for the course and earn a grade of "C" or better at the end of the semester or term in which the re-registration occurs.

[back to top](#)

Grade Availability

Students may access their grades online after the grade submission deadline, which is approximately one (1) week after the last day of finals.

[back to top](#)

Grade Changes

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor to resolve the issue. Grade changes require the approval of the instructor and the respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.

If students are not satisfied with an instructor's decision, they may initiate an Academic Grievance within

five (5) days of the instructor's decision. See [Academic Grievance Procedure](#) in District, State and Federal Regulations.

[back to top](#)

Grade Point Average

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A – 4 quality points per semester credit hour
- B – 3 quality points per semester credit hour
- C – 2 quality points per semester credit hour
- D – 1 quality point per semester credit hour
- F – 0 quality points per semester credit hour
- W, WX, WM, IP, CR, NC, AU – not computed in GPA
- I – incomplete grade carries 0 quality points per semester credit hour; GPA recalculated upon completion of required work
- P – Continuing Education Completer (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WX, WM, IP, CR, NC, AU) for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

For Example:

	Semester Hours	Quality Points	Grade Points	
BIOL 1406	4	3 (B)	12	
ENGL 1301	3	2 (C)	6	
SPAN 1411	4	4 (A)	16	
PSYC 2301	3	2 (C)	6	
KINE 1104	1	4 (A)	4	
	15		44	GPA = 44/15 = 2.93

Repetition of courses: Once a course is repeated the highest grade earned will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

Comprehensive information on grading and credit is available [online](#).

[back to top](#)

Food Sales

Food items may be sold on campus by registered student organizations or staff groups only if the group agrees to abide by the following conditions:

1. The primary purpose of such sales should be to raise money for the benefit of the registered student organizations or staff groups.
2. All sales should only be conducted by members of the group.
3. Food items such as bakery items, coffee, soft drinks, etc., may be sold with approval of food service manager.
4. Food items that are considered "meals" such as sandwiches, tacos, or any food item that is prepared on site, may not be sold without acquiring health permit.
5. Food sales must be approved by the Student Activities Office.

[back to top](#)

Freedom of Speech and Assembly

The Alamo Colleges support the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Colleges embrace the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Colleges.

To reserve an area on-campus for [such purposes](#), contact the Office of Student Engagement and Retention at (210) 486-3125. No equipment or materials will be provided by the Alamo Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

[back to top](#)

Intellectual Property

Intellectual property developed, created, or conceived by students within the scope of classroom activity or through the use of school property is to be shared with fellow students and faculty at the Alamo Colleges. The release of intellectual property to entities outside the Alamo Colleges is at the discretion of the authoring student. The authoring student shall retain rights to royalties derived from the sale of intellectual property outside the Alamo Colleges. If royalties are derived from the sale of intellectual property within the Alamo Colleges, such royalties shall be donated to a scholarship or department fund designated by the student or by the college president.

[back to top](#)

Interrogations and Searches

The Alamo Colleges respect the right of students to privacy and security and against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of overall welfare of other students or when necessary to preserve good order and discipline of the school. If no search warrant is obtained, any prohibited item within "plain view" is subject to seizure.

Areas such as lockers and desks, which are owned and controlled by the Alamo Colleges, may be searched by school officials when they have reason to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" shall be prohibited.

Stolen items and items which are forbidden by Alamo Colleges' policy or law may be confiscated and may be used as evidence in internal school disciplinary proceedings against the student. The preceding policies shall not apply in the event that law enforcement authorities are involved in the search. School searches

conducted with assistance from law enforcement authorities are governed by the Fourth Amendment of the U.S. Constitution.

[back to top](#)

Religious Holy Days

A "[Religious Holy Day](#)" is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve (12) days of the semester which day(s) will be observed. Students whose absences are excused under this provision may not be penalized for those absences and shall be allowed to take examinations or complete assignments within a reasonable time as established by the faculty member. The faculty member may respond appropriately if students fail to satisfactorily complete the assignments or examinations by the deadline.

[back to top](#)

Registered Student Organizations

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the chief student affairs officer. It is the responsibility of each college to develop and disseminate guidelines regarding student organizations.

Each registered student organization has the responsibility to abide by the policies and procedures of the College District and local, state, and federal laws. Registration does not imply approval by the Alamo Colleges of the activities of the registered organization [F.5.1 \(Policy\)](#). For more information, contact the Office of Student Engagement & Retention at (210) 486-3125.

[back to top](#)

Student Fundraising

As used in this policy, the term "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

No student solicitation shall be conducted in or on any property either owned or controlled by the Alamo Colleges, except in accordance with guidelines developed by the Alamo Colleges and when they do not violate a sole-source vendor contract clause.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the Alamo Colleges, except as approved in accordance with the Alamo Colleges guidelines [F.5.3 \(Policy\)](#). For more information, contact the Office of Student Engagement & Retention at (210) 486-3125.

[back to top](#)

Student Publications and Signs

Each petition, handbill, or piece of literature shall identify the person or organization distributing it.

Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.

No person or organization may publicly distribute on Alamo Colleges' property or at College sponsored events any petition, handbill, print media or piece of literature that:

1. Is lewd, obscene, profane, or libelous;
2. Contains insulting or "fighting words" (including but not limited to words that by their very utterance inflict injury or tend to incite immediate violence or breach of the peace); or
3. Contains a "true threat" (statements which are meant to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals).
Intimidation is a form of true threat, where a threat is directed to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.

No person or organization may distribute a document of any sort by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the documents are distributed.

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

A student or registered student organization may publicly post a sign on college property or at college-sponsored events in accordance with college guidelines. Each college is responsible for developing and communicating guidelines.

No student or registered student organization may post or carry a sign that:

1. Is lewd, obscene, profane or libelous.
2. Contains insulting or "fighting words" or a "true threat."
3. Is larger than 22 inches by 28 inches, unless authorized by the chief student affairs officer. [F.5.4 \(Policy\)](#)

The sale or distribution of newspapers shall be permitted at designated places on each campus, under the supervision of the chief student affairs officer of the respective colleges.

[back to top](#)

Traffic and Parking

The operation of a motor vehicle or bicycle on the property of the Alamo Colleges is a privilege granted by the Alamo Colleges and is not an inherent right of any employee or student. All employees and students who operate vehicles or who park on the property of the Alamo Colleges shall purchase a vehicle registration permit. Purchase of a vehicle registration permit does not guarantee a place to park on campus.

Parking Permits may be purchased during on-campus registration or at the Business Office during the semester. Students and employees are eligible to purchase a Parking Decal/Tag (valid from August to August). Exceptions are authorized through the president's office (Article IV of the Parking and Traffic Rules and Regulations). Additional Parking decals will be \$25.00 per vehicle. Three or more vehicles will need to show proof of car insurance.

A Vehicle Registration Form must be completed and the full tuition payment must be paid, prior to receiving a parking permit. Each student parking on the campus must have a parking permit. Note: License plate number is required on the Vehicle Registration Form. The permit fees and parking violation fines can be found on the [Bursar's Website](#).

State laws and College District rules and regulations pertaining to the operation and parking of vehicles on College property shall be followed at all times by all parties who operate or park vehicles on College property. [C.2.2.2 \(Procedure\)](#)

The Alamo Colleges have established a Parking/Traffic Appeals Procedure to afford due process for any person receiving a parking/traffic citation. The following process shall be followed in the appeals procedure.

- A. Citation is issued and recipient has ten (10) school/working days to pay the fine or seek an appeal.
 1. If the recipient decides to appeal, he/she contacts the campus of the issue date.

2. If recipient decides to appeal, he/she contacts the Campus Department of Public Safety and completes the Parking/Traffic Citation Appeals Form within ten (10) school/working days of the issue date.
 3. Applicant is informed that a decision will be rendered in ten (10) school/working days.B.
- B. The Chief of the Department of Public Safety or his/her designated representative shall review all appeals within ten (10) school/working days to determine the validity of the citation. The appellant will be notified in writing of the decision.
1. If valid, no further action is necessary.
 2. If denied, the appellant has ten (10) school/working days from the date of the decision to either pay the fine or to appeal to the College Traffic/Parking Appeals Committee.
 3. The Department of Public Safety forwards appeals to the Traffic/Parking Appeals Committee.
- C. The Traffic/Parking Appeals Committee is designated by the President of the College or designee and includes a chairperson, two students, one staff, and one faculty representative. The committee will meet twice during the long semesters and once during each summer session. All dates will be duly posted by the chair at the beginning of each semester.
1. The appellant will be notified by the chair of the committee of his/her right to appear in person to state his/her case.
 2. If the appellant does not appear before the committee, the written appeal submitted earlier will suffice.
 3. The committee meets and renders a decision. The appellant is informed in writing of that decision.
 - a. If the appeal is denied, the appellant has ten (10) school/working days to pay the fine. A hold is placed on the appellant's record until the fine is paid.
 - b. If the appeal is upheld, no further action is required.
 - c. This is the last step and all decisions by the committee are final.
 - d. During the entire appeals process, the student's record is clear and appellant is entitled to all college privileges; however, once the appeal is denied, or if the appellant does not follow the process as established, a hold on the record is established immediately, and the individual is denied access to the registration process at any of the Alamo Colleges until such time as the fine and penalty is paid.

[back to top](#)

Student and Community Use of Alamo Colleges Facilities

The grounds and facilities of the Alamo Colleges shall be used for the educational goals and purposes as set forth by the Board. Such uses, as determined by the Board, the Chancellor, and the college Presidents, have priority over any other use of Alamo College facilities.

The Alamo Colleges prohibit the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at F.4.2.1, on all property owned or controlled by the Alamo Colleges ("College District premises") at all times. No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of an Alamo Colleges-approved activity supervised by proper authorities.

Each college shall develop procedures for maintaining order on Alamo Colleges' premises during periods of disruption. Such procedures shall be readily available in the respective college President's office and shall comply with legal requirements noted in Subchapter E, Chapter 51 of the Texas Education Code. [G.1.4 \(Policy\)](#)

[back to top](#)

Directory Information

Directory information shall include the student's name, major, enrollment status, dates of attendance, previous education agencies/institutions attended, degrees received, and awards received.

Directory information shall be released to any individual or organization that files a written request with the

college President or designee unless the student has indicated to the college that he/she does not want his/her directory information released.

Each college shall give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform the college that directory information should not be released.

[back to top](#)

Privacy Rule

To the extent that the Alamo Colleges is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), the College shall comply with the Privacy Rule, 45 CFR. [F.4.1.1 \(Procedure\)](#)

[back to top](#)

Amendments to Student Records

A student may request to amend the student's records in accordance with Alamo Colleges' procedures. Within fifteen school days of a record custodian's receipt of a request to amend records, the college shall notify the student, parents, or other responsible person in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.

The college shall notify the student in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, at his/her own expense, may be assisted or represented at the hearing.

The college shall notify the student of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the college shall inform the student that he/she has thirty school days within which to exercise his/her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the college's decision. [F.4.1.2 \(Procedure\)](#)

[back to top](#)

Welcome »

Enrollment Process for New Students »

Transcripts and Records »

Academic Guidelines »

Campus Resources »

Programs Available for Students »

Student Rights and Responsibilities »

Health and Safety »

[Alcohol and Drug Use](#)[Campus Security Policy and Campus Crime Statistics Act](#)[Cancellation of Classes Due to Inclement Weather](#)[Children on Campus](#)[Emergency Response Manual](#)[Emergency Student Contact Policy](#)[Gymnasium, Weight Room and Community Swim](#)[Immunization](#)[Incident Reporting and Response](#)[Intramural Sports](#)[Extramural Sports](#)[Lost and Found](#)[Smoking Policy / Tobacco-Free Campuses](#)[Strategies of Behavioral Intervention \(SOBI\)](#)[Student Sexual Harassment](#)

Full details and additional policies can be found in the [District, State, and Federal Regulations](#) section of the course catalog.

Alcohol and Drug Use

The Chancellor shall ensure that the colleges adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Students who violate federal or state statutes, the Student Code of Conduct, College District policy, or other applicable requirements related to alcohol and drug use shall be subject to appropriate disciplinary action.

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the Alamo Colleges policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [F.4.5 \(Policy\)](#)

[back to top](#)

Campus Security Policy and Campus Crime Statistics Act

Under the federal Clery Act provisions, the Alamo Colleges must publish [Statistics about Criminal Acts](#) occurring on campus property. This information is available for all of the Alamo Colleges online.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime statistics, security policies, graduation rates, and job placement statistics. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where

complaints of alleged violations should be made, or face other enforcement action. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Alamo Colleges' Department of Public Safety collects and discloses certain timely and annual information about campus crime and security policies.

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators. The Alamo Colleges publish an annual Crime Awareness and Campus Security Report that pertains to the prior three (3) years of offenses occurring at any of the Alamo Colleges. The report contains certain security policy statements, including sexual assault policies that assure basic victims' rights, the law enforcement authority of the Alamo Colleges' Department of Public Safety, and where students should go to report crimes. The report is available to all current and prospective students and employees through the Alamo Colleges' Department of Public Safety online. A copy of these statistics is also provided to the U.S. Department of Education.

Alamo Colleges' policy on students' right to know crime statistics is available [here](#).

[back to top](#)

Cancellation of Classes Due to Inclement Weather

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to ensure that classroom hours are rescheduled. Up-to-date information on the Alamo Colleges' closures is available at (210) 485-0189 or online at alamo.edu. San Antonio College's radio station [KSYM 90.1 FM](#), as well as local radio and television stations, will also have the latest information on the Alamo Colleges' closures.

[back to top](#)

Children on Campus

Students are urged not to bring children to classes, labs, or other facilities such as libraries. Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.

[back to top](#)

Emergency Response Manual

An electronic copy of the manual can be found by clicking [here](#).

The Palo Alto College Emergency Response Manual helps maintain a safe, healthful work and educational environment. The Emergency Response Manual strives to comply with all applicable federal, state and local laws and regulations, and complements the policies and procedures set forth by the Alamo Colleges. This manual attempts to outline the procedures for responding to an emergency situation. The purpose of the plan is to give direction to the Emergency Response Team to begin evacuation and lock down processes until emergency services personnel arrive at Palo Alto College. Keep in mind that no plan, no matter how comprehensive, can cover all possible scenarios.

[back to top](#)

Emergency Student Contact Policy

It is not possible for Alamo Colleges' staff to contact students on campuses except in cases of emergency. If it is necessary for someone to reach a student, the person should contact the District Campus Police at (210) 485-0099.

[back to top](#)

Gymnasium, Weight Room and Community Swim

The Gymnasium is used for physical education classes, large campus events, and recreational activities such as basketball and volleyball for students. The building houses the Kinesiology and Health Department and has a weight room and multi-purpose room for dancing and aerobic classes.

Hours of operation and any applicable fees of use can be found at the [Recreational Sports Website](#).

[back to top](#)

Immunization

[Immunization](#) is required for admission to the Alamo Colleges unless the student submits to the admitting official at least one (1) of the following:

An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student.

An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief.

Proof that he or she is a member of the armed forces of the United States and is on active duty. The Texas Board of Health immunization requirements apply to all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities and to veterinary medical students whose course work involves direct contact with animals or animal remains as required by the Texas Board of Health Education Code 51.933; 25 TAC 97.64.

IMMUNIZATION IS AN INTEGRAL PART OF YOUR HEALTH CARE.
THIS PART IS CALLED PREVENTION – IT MEANS THAT YOU MUST DO
SOMETHING BEFORE YOU BECOME ILL TO STAY HEALTHY!
DON'T BE PART OF THE PROBLEM – BE PART OF THE SOLUTION:
MAKE SURE THAT YOUR IMMUNIZATIONS ARE CURRENT NOW!!
For more information on immunizations, contact your physician, or contact:
SAN ANTONIO METROPOLITAN HEALTH DISTRICT – 924-9031

STUDENT CLASSIFICATION	IMMUNIZATION REQUIRED	SCHEDULE FOR IMMUNIZATION
Medical interns and Residents. Fellows and students enrolled in health-related courses that have any direct patient contact.	Tetanus/Diphtheria	Must have had one dose within the past ten years.
	Measles	Those born since Jan. 1, 1957, must have 2 doses since 12 months of age. The 2 doses must be at least 30 days apart.
	Mumps	Those born since Jan. 1, 1957, must have at least 1 dose since 12 months of age.
	Rubella	At least one dose since 12 months of age is required.
	PPD (TB)	A negative PPD or chest x-ray at least within the last 12 months
Dental students and medical students, interns, residents and fellows.	Hepatitis B	Primary series must be begun or, preferably, completed prior to beginning direct patient care (if not already immune).
	PPD (TB)	A negative PPD or chest x-ray at least within the last 12 months
All students enrolled in health-related courses which have or will have direct patient contact, especially contact with patients' blood.	Hepatitis B	Complete series or proof of immunity is encouraged prior to beginning direct patient care.
	PPD (TB)	A negative PPD or chest x-ray at least within the last 12 months
Students enrolled in schools of veterinary medicine	Rabies	Primary series is required prior to contact with animals or their remains. A booster dose is needed every 2 years (or documentation of protective antibodies).

[back to top](#)

Incident Reporting and Response

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Colleges' police by telephone, in person, or by dialing (210) 222-0911 from any campus phone or by using one of the emergency telephones located throughout the Alamo Colleges' campuses.

Some campus elevators are also equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies dial (210) 485-0099 from a campus phone. The email address for the Alamo Colleges' Police Department is dst-dpsdispatch@alamo.edu; however, request for police service should not be sent via email. The Alamo Colleges' police or security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly.

The Alamo Colleges' Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

The importance of prompt and accurate crime reports, no matter when they occur, cannot be over-emphasized. If a student witnesses a crime or emergency, he/she should promptly report it to the Alamo Colleges' Police Department and be prepared to answer questions as accurately as possible. The subsequent investigation can only be as thorough as the information received.

If a student is a victim of a crime or has seen or received information of criminal activity or other emergency, he/she should contact the Alamo Colleges' Police Department immediately.

[back to top](#)

Intramural Sports

Intramural Sports activities provide students, staff, and faculty the opportunity to participate in activities that are fun, promote wellness, and encourage socialization. In order to be eligible to participate, you must be an enrolled student or currently employed staff or faculty. For more information, contact the Office of Student Engagement & Retention at (210) 486-3125.

[back to top](#)

Extramural Sports

Extramural Sports offers the opportunity to participate in competitive activities through tournaments and leagues. Currently, students are eligible to try out for teams that compete in men's and women's basketball, men's and co-ed soccer, and women's volleyball. In order to be eligible to participate in Extramural Sports, participants are required to be enrolled in at least 6 college credit hours and maintain a minimum 2.0 GPA. These requirements will be verified and monitored during the semester. For more information, contact the Office of Student Engagement & Retention at (210) 486-3125.

[back to top](#)

Lost and Found

Lost and Found items may be turned in or claimed at the Campus Department of Public Safety Office. Proper identification of items is required before claiming items. Items unclaimed after thirty (30) days will be donated to public charities or disposed of by the College.

[back to top](#)

Smoking Policy / Tobacco-Free Campuses

All of the Alamo Colleges are designated smoke-free. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the Alamo Colleges and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Colleges, including parking lots and any other property owned by the Alamo Colleges. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated

violations will result in further disciplinary action.

The Alamo Colleges offer education, counseling, and training to students, faculty, and staff on the harmful effects of smoking and smoke inhalation and provide information about smoking cessation.

[back to top](#)

Strategies of Behavioral Intervention (SOBI)

The Alamo Colleges are committed to a safe and supportive learning and working environment for all students, staff, faculty and visitors. The Alamo Colleges are also dedicated to prevention and responding to incidents that are disruptive, threatening, or violent. To address disruptive or threatening behavior and to aid in the prevention of such incidents on campus, a Strategies of Behavioral Intervention (SOBI) Taskforce has been constituted at each of the Alamo Colleges. To report disruptive or threatening incidents on campus as well as resources for assistance in responding to these types of concerns contact the Vice President of Student Affairs Office at (210) 486-3930 or visit Palomino Center 119. [The Strategies of Behavioral Intervention Handbook](#) can also be accessed for more information.

Note that early and effective intervention can protect the campus community and enhance student success. To that end, it is imperative that employees and students know how to recognize problematic behaviors, when to confront them, and how to report them.

Information that should be reported is anything that is witnessed, observed, or in which you are a participant that "sends up a Red Flag." Examples include:

- Suspicious behaviors or actions as well as any criminal acts.
- Knowledge of information or incidents that could cause harm to persons, property or reputation.
- Demonstration of high level violations of the Student Code of Conduct.
- Any high risk behaviors such as being under the influence of drugs or alcohol.
- Disturbing or strangely violent student writing.
- Expressions by others of feelings of depression, lack of self worth, and/or uselessness including suicidal symptoms.

If there is a true emergency, call the Alamo Colleges Police Department at 9-911.

[back to top](#)

Student Sexual Harassment

Students shall not engage in sexual harassment toward another student or an Alamo Colleges employee. When a charge of sexual harassment against a student is substantiated, the college shall take disciplinary action pursuant to the Student Code of Conduct set forth in F.4.2 and F.4.2.1. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual harassment includes, but is not limited to:

1. Unwelcome physical contact of a sexual nature such as inappropriate touching.
2. Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
3. Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual or his/her appearance.
4. Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
5. Displaying or posting offensive sexually suggestive pictures or materials on College District property.

The chief student affairs officer or designee shall promptly investigate and address all complaints of sexual harassment filed against a student whether the complaint is brought forward by another student or an

Alamo Colleges employee pursuant to the Student Code of Conduct. [F.4.3.1 \(Procedure\)](#)

Neither the Alamo Colleges nor any College employee, agent, or student shall retaliate against a student who in good faith reports perceived sexual harassment.

[back to top](#)