

F.6.1.3 (Procedure) Student Success: The Student Experience – Progress to and through Completion

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: [F.6.1](#) – Student Success

Approved: 7-26-11

Last Amended: 12-12-17

The organizational structures, policies, and practices that support student success values and priorities include the following set of actions. The Alamo Colleges District's long, term, institution-wide procedures support and promote student engagement and commitment to learning while requiring strategies in the pathways model that are proven to increase student success.

Students will choose an AlamoINSTITUTE, as well as either a workforce certificate/Associate of Applied Sciences (AAS) degree pathway or a pre-major transfer pathway to a baccalaureate degree.

Progress to Completion

- Workforce certificates and AAS degree requirements are in the colleges' catalog and include a brief description, entry-level jobs, the certificates aligned with each AAS degree, and a sequence for progress toward completion.
- Pre-major Transfer Advising Guides are available for baccalaureate degree requirements at each of the area's transfer institutions and include courses available at the colleges that will transfer and count toward the specific degree. A student planning to transfer to a transfer institution outside the area may request a Transfer Advising Guide for the degree sought and is guided through that process by the assigned academic advisor.
- Academic support is integrated into the requirements for courses identified as challenging and may require time-on-task through activities such as time in labs or in tutoring.
- Course learning outcomes may include application of knowledge and skills through integrated learning activities such as shadowing of employers, internships, or interviews. These activities provide students interaction with and observation of professionals in the career field to include faculty mentors.
- Co-curricular activities will be available each term within each AlamoINSTITUTE to provide additional learning activities that may be included in course requirements or available for engagement in the career pathway and are documented in co-curricular transcripts.
- Early Alert is documented via a case-managed model. Faculty and advisors working together in tiered responses to student academic and personal issues or barriers intervene in a timely manner to assist and help ensure student success.

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- Students will be in contact with their assigned advisor at specific touchpoints during progress to completion. The touchpoints include completion of 15-, 30-, and 42-semester hours. Students should contact their assigned advisor at any time they want to discuss progress toward meeting their goal.
- The intent is for each student to have the information required to make informed choices throughout their enrollment at the colleges. The Advising Guides are designed to provide students with skills and knowledge to progress toward their career goals, to maximize their time and minimize their costs while attending the colleges, and advance to employment or transfer to complete a bachelor's degree. Students may choose to change their intent and/or take classes outside the advising guides.
- Students should be able to see their demonstrated progress toward the student learning outcomes identified by the college.

Completion of Goal

- Certificate requirements range from 10 to 42 semester hours. Degrees, including the Associate of Arts, Associate of Science, Associate of Arts in Teaching, and the AAS Degree, require 60 semester hours. The 60-hours include completion of the Texas Core Curriculum and an additional 18 semester hours. A student may earn an associate's degree without completing the core if the Alamo Colleges District has an articulation agreement with the transfer institution and the student earns 60-hours required for the baccalaureate degree that includes the six hours of history and government required by the state.
- Students are encouraged to earn a degree before transferring. Small class size, engaging faculty members, and lower costs; along with results that indicate students with more earned hours before transfer are more likely to complete a degree, are reasons for taking the maximum hours in the Transfer Advising Guide.
- Students will be notified by the assigned advisor when they are close to completion and guided through to completion. Students will be automatically awarded the degree when it is earned unless they contact the college and request otherwise.
- Students who transfer before degree completion will be notified when they have completed the associate degree requirements at the transfer university. In response to requirements passed by the Texas Legislature, public universities in Texas share courses

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earned with the community colleges unless the students requests otherwise. Upon notification, a student may request the degree not be awarded.