

MAKING THE GRADE

Attendance

IMPORTANCE OF CLASS ATTENDANCE

Attendance has a significant impact on performance, and attendance during the first week is integral to success. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into college life.

SMART START

Student absences will be recorded from the first day the class meets, and students who do not attend class the first day of class may be dropped. Students not attending class must contact the instructor in order to avoid being dropped.

EXCESSIVE ABSENCE/PROCESS

Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab. Students who stop attending class for any reason should contact the instructor and the Advising Center to officially withdraw from the class. The advisors can assist students in exploring all available options before deciding to withdraw.

Meeting Pattern	Absences equal to 12.5%
Regular Semester	
3 Meetings a week	6
2 Meetings a week	4
1 Meeting a week	2
Flex term, Summer 8-week and 10-week	
4 Meetings a week	4
3 Meetings a week	3
2 Meetings a week	2
Summer 5/6 week term	
5 Meetings a week	3
4 Meetings a week	2.5
Maymester Wintermester 3-week term	
4 Meetings a week	1

Syllabus

The syllabus is an overview of the assignments and activities to be included in a course. The syllabus serves as a contract between the student and instructor.

CONCOURSE

Since Fall 2010, Texas colleges and universities are mandated to comply with House Bill No. 2504. This Bill contains a mandate to make certain information available on the Internet." Section 51.974 (3)(b)(1) specifically stipulates that this information must be accessible from the institution's Internet website home page by use of not more than three links. Colleges and universities are required to comply and, every other year, send a written report to the Governor and legislative leaders.

The House Bill also mandates those instructors must provide a curriculum vitae (resume) as well as academic background information to include education and published material. The purpose of this required information is to help the student make an informed decision based on instructor credentials.

Access the syllabus online at <https://www.alamo.edu/nlc/academics/academic-resources/courses/>

Course Loads

Enrollment Status	Fall/Spring 16 week	Flex I & II	Start II	Summer All Sessions		
Full-Time	12 or more hours	6 or more hours	12 or more hours	6 or more		
Part-Time	6-11 hours	3-5 hours	6-11 hours	3-5 hours		
Maximum	18 hours	8 hours	14 hours	Maymester	Summer I	Summer II
				3	8 weeks = 8 5 weeks = 6	6

Students may not enroll in more than the maximum semester credit hours allowed by the College for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally are not 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.

NOTE: The definition of full-time and part-time status for financial aid purposes may be different. For an overview of full-time status, part-time status and course hour maximum, please visit the online college catalog at <https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15920>

PETITION FOR COURSE OVERLOADS

Students enrolled in special block programs that require enrollment in semester credit hours beyond the maximum normally allowed may be exempt from these limitations. All other students may petition the appropriate NLC administrator (Vice President for Academic Success, Dr. Laura Sanchez, lsanchez481@alamo.edu) or designee for additional hours.

Definition of a Semester Credit Hour

A **semester credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at Northeast Lakeview College, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one (1) hour each week during a traditional long semester, approximately sixteen (16) weeks. One instructional contact hour is equivalent to 50 instructional minutes. This includes not less than one (1) instructional contact hour each week for approximately fifteen (15) weeks of direct faculty instruction, a minimum of two (2) hours out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.
2. Face-to-face courses that are offered in less than a sixteen (16) week semester will consist of the same number of

class contact hours, and have the same learner outcomes and quality of instruction as sixteen (16) week semester courses.

3. At least an equivalent amount of work is required for other academic activities including laboratories, internships, studios, clinics, practicums, and cooperative education experiences and other academic work that lead to the award of credit.
4. Online, hybrid and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hours are based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction is equivalent to traditionally delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, Northeast Lakeview College takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the Northeast Lakeview College regardless of location or mode of delivery.

The semester credit hour is defined in Northeast Lakeview College Procedure AS 114-Credit Hour Definition, which can be found at <https://www.alamo.edu/siteassets/documents/nlc/compliance/procedures-manual/academic-success/as-114-credit-hour-definition.pdf>

Evaluation and Grading System

EVALUATION

Instructors evaluate student achievement in relation to the attainment of the objectives of a course. At the beginning of the course, the instructor will explain these objectives, as well as how he/she assigns grades.

Permanent grades are recorded at the end of the term, and grades are available online through ACES (Alamo Colleges Educational Services) the Tuesday following the end of the term.

GRADING SYSTEM

Northeast Lakeview College uses the following grading system:

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)
WS	(withdrawal, SB 1231)
WX	(withdrawal exemption, SB 1231)

WM	(military withdrawal, SB 1231)
CR	(non-traditional and transferred credit only)
AU	(audit)
P	(pass)
NR	(not recorded)

Withdrawal Grades

Withdrawal- An official withdrawal maybe initiated by the faculty or student resulting in the course needing to be retaken in the future. Regular withdrawals will be recorded as a "W" (withdrawn). Waiver drops will be recorded as a "WX" (withdrawn with exception).

Withdrawal Exemption- A course withdrawn due to extenuating circumstance.

Types of Withdrawal Exemptions:

WX – Course(s) dropped due to extenuating circumstance are not included as part of the 6-drop ruling. For purpose of this rule, a dropped course is any course that is dropped after the published Census Date. Petition for this exemption must be submitted to the Advising Office and must be accompanied by documentation of the extenuating circumstance/exception. Once approved, it will be recorded as a "WX" (See SB1231/6 DROP RULE).

Exceptions to the 6-Drop rule include:

- 1) Withdrawing completely from the college
- 2) Dropping a course for a provable illness or disability, for care for a sick or injured person, or for a death in the immediate family;
- 3) Dropping a course for documented change of work schedule, or
- 4) Dropping a course for active service with the U.S. armed forces or Texas National Guard.

WM - Withdrawal from courses by military students. Military Service withdrawals are recorded as a "WM". The student notifies Enrollment Services of military status change. Documentation is required from students in order to qualify for WM grade. "WM" grades have no effect on the GPA (See Withdrawal for Military Service).

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, Northeast Lakeview College, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under the Northeast Lakeview College guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, OR
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Northeast Lakeview College shall provide a 100% refund with the presentation of military orders.

Note: All "W" grades have no effect on the GPA, but do negatively impact Satisfactory Academic Progress (SAP) for financial aid eligibility. To simply stop attending a class may result in a grade of "F."

GRADE AVAILABILITY

At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the department chair regarding questions about grades.

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." Students may be required to sign an "I" Contract agreement outlining the requirements to satisfactorily complete the course.

GRADE POINT AVERAGE/CALCULATING THE GPA

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

HONORS LISTS

Honors are granted to students who earn a cumulative institutional GPA of 2.00 in addition to a current semester institutional GPA of 3.5 or higher in the Fall or Spring semesters. The Honors will be awarded by the student's home college. Grades earned for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

STUDENT GRADE CHANGES AND APPEALS

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 rest 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 in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.

A student not satisfied with an instructor's decision, may initiate an Academic Grievance within five (5) days of the instructor's decision. See Academic Grievance Procedure in District, State and Federal Regulations.

COURSE NUMBERS

All credit courses offered by NLC are identified by a four-digit number.

- The first number identifies the level of the course:
- 0 – Developmental
- 1 – Freshman
- 2 – Sophomore
- The second number indicates the semester credit hour (SCH) value of the course.
- The third and fourth numbers distinguish the courses within a program area.

ACADEMIC STANDING/PROBATION/DISMISSAL

Maintaining good Academic Standing helps you reach your academic goals faster.

- **Good Standing** requires that you maintain a minimum overall institution grade point average (GPA) of 2.0 or better.
- **Academic Probation** occurs if your semester cumulative institution GPA falls below 2.0.
- **Continued Academic Probation** occurs if your cumulative institution GPA falls below 2.0 but your semester institution GPA is above 2.0.

Academic Dismissal occurs if you are on Academic Probation or Continued Academic Probation and do not earn a semester term institution GPA of 2.0 or a cumulative institution GPA of 2.0. Students on Academic Dismissal will receive notification to their student email on ACES and must be prepared to remain out for one full academic Fall or Spring semester. After remaining out for the required term, students must submit an Academic Dismissal Petition for processing and for an interview. Students will be required to meet with the designated college representative for an interview to be considered to return.

Upon approval to return, students will be limited to 6-8 credit hours for the semester and required to register for a Student Development course (SDEV 0171). SDEV 0171 is a course specifically designed to teach proven strategies for academic success. Students will be monitored until good standing is achieved and/or for a minimum of 2 full academic semesters for Fall and Spring.

Students returning from an Academic Dismissal must maintain a minimum semester GPA of a 2.0 or higher for continue enrollment. If a student should have another unsuccessful semester after returning from an academic dismissal status will be required to sit out one full academic year, a full Fall and Spring semester.

Final Examinations

A written final examination, not to exceed two and one-half hours, is given at the end of each semester for each course. Any exceptions to this requirement must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

Students should consult the college website for date and time of final exam.

Student Development (SDEV)/ EDUC 1300 Courses

Northeast Lakeview College requires all students to complete a student development/foundations course designed to help them successfully transition to college and better understand the College's 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 successfully complete SDEV courses have a proven record of higher retention and persistence in college. SDEV 0370 and EDUC 1300 are offered to fit specific student needs. The Student Development Office offers student developmental classes for beginning students. These classes introduce students to the College's available resources and to techniques conducive to achieving success. The flexible scheduling of these courses helps students fit them into their first semester on campus.

EDUC 1300- Learning Framework (3 credit hours)

A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

For assistance, contact
Daisy Carmona
dcooley2@alamo.edu

SDEV 0370 - Foundations for College Learning (3 credit hours)

This is a first-year seminar course designed to support the transition of students into their college experience. Students acquire a clearer understanding of college requirements, college culture, and resources. They will explore

career paths, examine personal motivation and develop study skills common to successful college students. SDEV 0370 will meet the requirement for EDUC 1300. Required of students having fewer than 15, except dual credit, college level credit hours and needing course work in multiple developmental areas based on TSI readiness standards.

Student's placement in **EDUC 1300** and **SDEV 0370** is determined by TSI readiness and provided during Group Advising at New Student Orientation (NSO).

SDEV 0171 - Strategies for Success (1 credit hour)

Prerequisites: SDEV 0370 or EDUC 1300

This course is designed for the academically at-risk student needing to improve skills for academic success. Topics covered in this course include, but are not limited to: time/priority management, study techniques, motivation, goal setting and decision making, critical thinking skills, learning styles, stress management, career planning, and interpersonal skills. Required of students placed on Academic Dismissal: Permanent Academic Dismissal and/or Financial Aid Suspension. Recommended for students on Continued Academic Probation.

For assistance, contact

Jason Malcolm

jmalcolm@alamo.edu

In addition, EDUC 1300 - Learning Framework course is available to students that are at college level Reading and Writing.

Completion and Graduation

Think about how an associate degree will upgrade YOU. This degree opens career options and opportunities, and provides a solid base of transfer classes to a four-year institution.

Core Completion

CORE COMPLETION

Many students enrolling at Northeast Lakeview College plan to transfer to a college or university and will want to have the appropriate grades and courses for the transferring institution. All degree requirements include a General Education Core Curriculum, often referred to as "**The Basics**," which are required at all Texas public institutions, are designed to provide a solid foundation for college education and to make transfers between and from Texas institutions of higher education as smooth as possible.

Texas CORE Curriculum Transfer Law

Sec. 61.822 CORE CURRICULUM

Students that successfully complete the 42-hour core curriculum may transfer that block of core courses to any other institution of higher education, and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and will not be required to take additional core curriculum courses at the receiving institution (unless the board has approved a larger core curriculum at that institution).

For additional information pertaining to core curriculum visit The Texas General Education Core Web Center at <https://statecore.its.txstate.edu/>

For a core curriculum audit, access your degree plan via GPS in ACES, or schedule an appointment with your assigned advisor through Alamo Navigate.

GRADUATION

Degree/Certificate Requirements

Graduation requirements apply to certificates, reverse transfers, associate degrees, associate of applied science degrees, advanced technical certificates and enhanced skills certificates. In order to be eligible for multiple degrees, at least fifteen hours for any additional degree must be unique to that degree and not part of any degrees previously earned. Students may earn multiple distinct certificates and AAS degrees from the college.

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate
- Achieve a minimum cumulative GPA of 2.0 in the coursework that applies to the student's degree certificate program.
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Earn a grade of "C" or better in all technical courses directly relating to the technical program, i.e., Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at the college.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award

The Degree and Certificate Requirements are published in the NLC College Catalog found at this link:

https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15936#Degree_Certificate_Requirements.

Additional detailed information is published in Academic Success Procedure AS 106, found at this link:

<https://www.alamo.edu/siteassets/documents/nlc/compliance/procedures-manual/academic-success/as-106-degree-requirements-procedure.pdf>.

HOW DOES AN ASSOCIATE DEGREE WORK FOR ME?

- On average, your entry-level salary with an associate degree will be \$7,000 a year more than you would receive with only a high school diploma.
- If transferring, you are likely to have completed core curriculum requirements that will apply to other colleges and universities. You are even more likely to be accepted to a university when following a transfer plan.
- 85% of the better paying jobs in San Antonio require an associate degree to be eligible to apply or for career advancement. This can help you while you are completing your bachelor's degree.
- Research indicates that if you get your associate degree before transferring, you have a 25% greater chance of completing your bachelor's degree.
- By completing an associate degree, you will gain a sense of accomplishment for yourself and your family. You will serve as a role model for other family members, friends and neighbors.

For Degree/Certificate requirements, refer to the NLC Graduation Website at: <https://www.alamo.edu/nlc/graduation> or schedule a visit with your Academic Advisor through Alamo Navigate to request a graduation audit.

APPLY TO GRADUATE

To view graduation deadlines, or to Apply to Graduate, complete the NLC Online Graduation Application at: www.alamo.edu/nlc/graduation

Students are encouraged to meet with their Assigned Advisor to review graduation requirements in the semester prior to anticipated graduation.

COMMENCEMENT EXERCISES

There is no cost for graduation. The diploma, cap, and gown are provided by Northeast Lakeview College. All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates

need not be enrolled during the semester that they apply to graduate or during the semester in which the degree is conferred.

Participation in the graduation ceremony does not ensure automatic fulfilment of requirements or that a degree will be awarded. All students are responsible for successfully completing all coursework required for his/her degree plan.

Students are not required to participate in commencement exercises; ALL diplomas will be mailed in the weeks following the completed semester.

GRADUATION FIESTA

Upon submitting an application to graduate, students will be notified to attend Graduation Fiesta to pick up their cap and gown and receive the day of graduation information. Graduation Fiesta will be held during San Antonio's Fiesta week (usually in mid to late April).

CONTACT

For further information on graduation contact the NLC Graduation Team at nlc-graduation@alamo.edu.

AlamoEXPERIENCE: <https://alamo.campuslabs.com/engage/organization/graduation>.