

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 Boyer, 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, clinicals, 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 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.