

2. Students must have their original cash register receipt to receive a refund. No cash refunds given on credit card sales.
3. Students should not write in new books until they are certain they have the correct books. New books that are soiled, damaged, or have been written in will not receive a full refund.
4. Books and cassette tapes in shrink wrap (plastic or vinyl packaging) must be returned unopened in the original package. Books cannot be accepted if the shrink wrap has been removed.
5. Defective books, missing pages, etc. purchased from CCCCD bookstores will be replaced at no charge during the semester in which they were purchased.

SOFTWARE RETURNS

Software that is unopened must be returned with original receipt no later than two weeks from date of purchase. Software that is opened is not returnable.

TEXTBOOK SHORTAGES

The Bookstore makes every effort to have the required textbooks by registration week. For various reasons, there may be shortages: out-of-print or out-of-stock by the publisher, unexpected increases in enrollment, late placement of orders by the faculty, missing shipments and human error. Every attempt is made to minimize these problems.

TEXTBOOK BUYBACK

Books are bought back every day at their current market value. Up to 50 percent of the original purchase price, subject to the following conditions, will be paid during final exams of each semester:

1. Books must be in clean, salable condition.
2. Books must be required for use by the college during the next semester.
3. Books must be current editions.
4. Workbooks, lab manuals, study guides, mass-market paperback, books with torn covers, excessive markings and water damage, books with perforated pages, and books containing diskettes cannot be bought back.
5. Books cannot be bought back if the store is overstocked or if needs for the following semester have been filled.
6. The Bookstore buys back used graphing calculators during the textbook buyback. Calculators must be in working condition with all manuals, cords and accessories. Type of calculator purchased may vary. Check with Bookstore during buyback to see which calculators are eligible.

The faculty, not the bookstore, decides whether each textbook will be used again. Unless an instructor tells the bookstore he will use that title again, the bookstore must assume it will not be used. Books falling into this category can be bought from students only at used wholesale prices. Old editions have no value and cannot be resold even to wholesalers. Some courses at CCCCD are not taught every semester and students may wish to sell their books when that course is offered again, provided the faculty member requires the same books.

CHECK CASHING

With proper identification, faculty and staff may cash checks up to \$50. Students may cash checks up to \$10. MasterCard, VISA and Discover cards, as well as cash and check are accepted as payment. When writing a check or using a credit card, you must also show your current student or faculty/staff ID card.

■ INSTRUCTIONAL INFORMATION

COURSE/PROGRAM DEVELOPMENT AND REVISIONS

All course and program development and/or revisions are coordinated through the Office of the Assistant to the Vice President for Academic Affairs (AVPAA) and must be signed by the Vice President of Academic Affairs (VPAA) before being sent to the Texas Higher Education Coordinating Board (THECB) or distributed internally.

The Office of the AVPAA is available to assist faculty members who want to revise or implement a new course or a program. THECB procedures must be followed and the Curriculum Advisory Board (CAB) must approve all program and course development and revisions.

The Curriculum Development Manual, processes and procedures, as well as other resources may be found online at <http://intranet.ccccd.edu/avpaa>. You may also find the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the Academic Course Guide Manual (ACGM). Copies are available in the Provosts', Deans', and the Assistant to the Vice President for Academic Affairs' Offices.

COURSE SYLLABUS

All students must receive a written course syllabus, preferably on the first day of class. In addition, copies of each instructor's syllabus must be forwarded to the discipline coordinator and the division office. The Texas Higher

Education Coordinating Board requires maintenance of files containing these syllabi, college policies, and legal considerations.

Generic syllabi for all courses offered at CCCCD have been developed by discipline coordinators and are on file in the appropriate instructional division offices. The generic syllabi should be used by associate faculty for reference in the development of their individual syllabi. Each individual syllabus must contain specific information. (see Appendix).

While the format/content of the Generic Syllabus cannot change, an outline for an Instructor's Syllabus, which is used as a complement to the Generic Syllabus, was developed, (see Appendix). The format/order of the Instructor's Syllabus is flexible in the order of its presentation. Instructors are also free to use the framework of the Generic Syllabus and flesh it out so as to give students one syllabus. Instructors may choose to provide students with copies of the Generic Syllabus and their Instructor Syllabus or they may provide students with a location to obtain copies (the division office, a URL, etc.). The Instructor Syllabus must be submitted to the division office electronically.

TEXTBOOKS, LABORATORY MANUALS, AND SOFTWARE

Discipline coordinators furnish each instructor with copies of appropriate texts, laboratory manuals, software, transparency masters, etc., prior to the start of the semester. In all cases, these materials remain the property of CCCCD and must be returned to the coordinator at the end of the semester.

FIELD TRIPS

Field trips that occur outside of regularly scheduled class time are optional. All field trips (scheduled outside of the regular class time, place, and date), must be approved in advance by the discipline/program coordinator and the division dean. Faculty members coordinating field trips off campus must complete a Student Field Trip Form (see Appendix) and students attending college-sponsored field trips must complete a Liability Waiver Form. These Liability Waiver Forms contain emergency contact information for each student; therefore, the faculty member should bring a copy of these forms with them on the field trip. Student Field Trip Forms and Liability Waiver Forms are available in all Division, Associate Faculty, and Student Life offices.

ADDS, DROPS, AND WITHDRAWALS

A student may change his/her class schedule by submitting a completed official Drop/Add Form (see Appendix) obtained from the Admissions and Records Office or by accessing the telephone or webline registration system before the first class

day. Students already registered may add classes prior to the third class hour. Students may drop/withdraw by mail or fax. Adding and dropping should be student-initiated. Students should contact their professors prior to initiating a drop or withdrawal. Faculty must assign a performance grade of "F", (or grade earned; whichever is higher) for students who discontinue class attendance and do not officially drop the course.

LATERAL CHANGES

Students who need to change courses, or sections of a course, following the census date may do so by completing and submitting a Lateral Change Form (see Appendix) to the Admissions and Records Office. Lateral changes may only be approved for the following reasons: course level change, work schedule change, registration error correction, and administrative purposes.

Changes are only made with the approval of both the original and new professors, the division dean of the new course or section, and the registrar.

GRADING SYSTEM

CCCCD has adopted the following grading system:

A	Excellent	4 grade points per credit hour
B	Above average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Below average.....	1 grade point per credit hour
F	Failure	0 grade points per credit hour
P	Pass	0 grade points per credit hour
		is not computed in grade point average (GPA) but is computed in cumulative hours; earned only in foreign language, sign language, and creative writing courses.
W*	Withdrawal	0 grade points per credit hour
		is not computed toward cumulative GPA nor cumulative hours.
I	Incomplete	0 grade points per credit hour;
		is not computed toward cumulative GPA until it is replaced with a performance grade.
IP	In-Progress	0 grade points per credit hour;
		is not computed toward cumulative GPA until it is replaced with a performance grade. Student has completed 70 percent of the program but

is not yet at competency level; must complete the remaining work during the next long semester or receive an “IP” as the permanent grade. “IP” earned only in ENGL 0300, 0305, 0310, 0315, READ 0300, 0305, 0310, and ESL classes.

AU⁺	Audit	0 grade points per credit hour; is not computed toward cumulative GPA nor cumulative hours.
CR[*]	Credit	0 grade points per credit hour; is not computed in GPA but is computed in cumulative hours.
Z^{**}	No grade	0 grade points per credit hour until it is replaced by a reported performance grade; is not computed in cumulative GPA nor cumulative hours.

* These grades are for use only by the registrar. Faculty must always use a performance grade.

** This grade is used only when a faculty member fails to turn in a grade.

+ Registration for a course for audit will be permitted only during late registration.

A student auditing a class is subject to the usual registration process. Tuition and fees for an audit are included in the tuition and fees schedule. Since state reimbursement is not received for audits, a special audit fee will be assessed in addition to tuition.

Students who are auditing classes will not receive grades or credit for the course, but the transcript will indicate that the course was audited. Students who are auditing classes will not be required to take exams; however, participation in regular class activities is expected. Enrolled students may not change to audit status. Foreign language, sign language, CISCO, and Microsoft courses may not be audited.

GRADE REPORTS

At the completion of each term, the college will determine the student’s term and cumulative grade point averages which will be recorded on the official transcript. Students may access their grade report through the telephone registration or webline system, using their PIN (Personal Identification Number).

INCOMPLETE CONTRACT AND CHANGE OF GRADE

The “I” grade is assigned only for extenuating circumstances. Incomplete contracts must be agreed to and signed by the student, professor, coordinator and appropriate division dean before the end of the term in order for a grade of “I” to be assigned. The contract must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade. If remaining work is greater than 20 percent of the coursework, Vice President of Academic Affairs (VPAA) approval is required. Requirements of incomplete contracts must be completed as specified in the contract, but not later than the end of the following 16-week term. The contract may state that if the work is not completed as specified, the grade will be changed to a performance grade based on the quality and amount of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an “I” will remain on the permanent record.

STUDENT APPEALS

Students have the right to appeal disciplinary matters and grades. A formal appeals process for both is outlined in the Student Code of Conduct of the current *CCCCD Student Handbook*.

FINAL EXAMS

During final exam week (for 16-week semesters), the final exam schedule is followed. The final exam schedule is published in the *Schedule of Classes*. Instructors must meet for class during the regularly scheduled final exam period. During summer and mini-semester (fewer than 16 weeks), final exams are held during the last scheduled class meeting.

ON-LINE GRADING (OASIS)

Grades are due on OASIS within 48 hours after the final exam is given. The on-line grading system is available from 8 a.m. – 11 p.m. during each grading cycle. A Personal Identification Number (PIN) is required to access OASIS. Academic division secretaries can assist with PINs.

END-OF-SEMESTER CHECK-OUT

At the end of each semester, associate faculty must return all equipment and materials, software, textbooks, laboratory manuals, reference books, etc. to their respective division offices, unless other arrangements have been made with the division dean. Grade books, final exams, and documentation of the method used to determine final grades should be turned in