

ADMISSION POLICIES

Entrance Requirements

Panola College has an “open door” admissions policy ensuring that all persons who can profit from post-secondary education will have the opportunity to enroll. Although assessment is required for course placement, results of the assessment are not used to determine admission to the college. Refer to the “Basis for Admission” section or contact the Admissions/Records Office for additional information.

Acceptance to the College does not imply acceptance into a particular program, nor does it imply that the accepted student is awarded any financial aid. **All students applying for financial aid and scholarships should consult with the Office of Financial Aid. Requirements for the awarding of financial aid will differ greatly from requirements for entrance into the College.**

Admission Application

Complete and submit the Apply Texas Application for Admission to Two-Year Institutions to the Admissions/Records Office. Refer to the Apply Texas link under Student Success at <http://www.panola.edu> for electronic submission.

Social Security Number (SSN)

Disclosure of a student’s Social Security Number is requested for the student records system and for compliance with Federal and State reporting requirements. Federal law requires that any student applying for financial aid must provide a SSN. Although the SSN is not required for admission to Panola College, failure to provide the number may result in delays in processing the application or in the College’s inability to match an application with transcripts, assessment scores, and other documents. Student SSNs are maintained and used by the College for financial aid, internal verification, administrative purposes, and for reports to Federal and State agencies as required by law. The privacy and confidentiality of student records is protected by law, and the College will not disclose SSNs without consent for any other purpose except as allowed by law. Upon completion of an admission application, each student will be assigned a computer-generated Student Identification Number, which will be used for student registration and other student online services.

Basis for Admission

Panola College reserves the right to refuse admission or readmission to any applicant who does not comply with admission procedures. Admission to Panola College does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required of some courses. Departmental admission is required prior to registration for some career/technical programs of study. The following statements outline the basis for admission to the College:

- 1. High School Graduates**

Graduates from an accredited high school, an unaccredited high school, or a non-traditional secondary setting must present an official transcript with proper signatures showing the date of graduation or successful completion. Proper signatures for non-traditional secondary settings would be a notarized official transcript.

- 2. Individual Approval**

An applicant 18 years of age or older who is not a graduate of high school and does not have a Texas Certificate of High School Equivalency (TxCHSE) certificate may be admitted on individual approval provided there is evidence that the student would be competent to benefit from a program of study offered by the institution as demonstrated by the successful completion of an approved assessment test.

3. **General Education Development Test (GED)**

Individuals who successfully complete the GED test may apply for admission. Official test scores are required.

4. **Readmission**

A student seeking readmission to Panola College after having missed one long semester or more should contact the Admissions/Records Office. If the student has attended another college since last being enrolled at Panola College, an official transcript from that college is required to be on file. A readmission student will not be allowed to re-enroll if the admission file was incomplete during the student's previous enrollment.

5. **Transfer From Another College**

- A. A student who is eligible to reenter the college that he or she last attended is eligible for admission to Panola College. The student on academic probation at the transfer institution will be admitted on probation at this College and must earn a GPA of 2.0 the first semester in attendance. The student on suspension from the transfer institution may petition the Vice President of Instruction for special approval to enroll.
- B. Official transcripts from each college in which the student has been enrolled must be filed in the Admissions/Records Office. An official transcript bears the seal of the school and the signature of the registrar of the school from which it was issued. Coursework transferred or accepted for credit toward an undergraduate degree must represent coursework relevant to the degree, with the course content and the level of instruction resulting in student competencies at least equivalent to those of students enrolled in Panola College's own undergraduate degree programs. Credit for courses passed (a grade of "D" or better) taken at a college or university accredited through one of the regional associations listed below may be transferred toward a degree at Panola College:
- Middle States Association of Colleges and Schools/Commission on Higher Education
 - New England Association of Schools and Colleges
 - Northwest Association of Colleges and Schools
 - Southern Association of Colleges and Schools/Commission on Colleges
 - The Higher Learning Commission
 - Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges
 - Western Association of Schools and Colleges/Accrediting Commission Community and Junior Colleges

Students who have gained proficiency through completion of coursework from non-accredited institutions should consult the Vice President of Instruction regarding credit by examination or individual course evaluation.

- C. **Transcripts received for admission or evaluation purposes become the permanent property of Panola College and will not be returned to the student.** Transcripts from other institutions submitted to Panola College are not reproduced and/or mailed to other institutions, agencies, or individuals.
- D. College transfer students who will attend only during the summer may enroll regardless of their previous grade point average. Prior to registration, however, the student must furnish a current official transcript. The transfer student who has taken a TSI test is responsible for supplying test scores. Preparatory coursework is required for the student who has failed to complete the TSI requirements.
- E. Only official transcripts will be evaluated for transfer credit. Evaluations will be completed by the end of the first semester of actual enrollment.

- F. Coursework accepted for transfer is posted to the student's Panola College transcript, but the grades are not calculated into the GPA. Proper course selection and the avoidance of duplicating coursework remain the responsibility of the student.
- G. **Transfer Dispute Resolution.** Panola College adheres to the procedures for transfer dispute resolution implemented by the Texas Higher Education Coordinating Board (THECB). All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.
- i. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 - a. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
 - b. A student who receives notice as specified in this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.
 - d. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date on which the student received written notice of denial, the institution that denies the course for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for denial.
 - ii. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
 - iii. The THECB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner of Higher Education or the Commissioner's designee.
 - iv. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the THECB may discontinue funding for the course.
6. **Dual Credit/Early Admission High School Enrollment**
This program offers an opportunity for high school students to earn credits toward a college degree while completing requirements for high school graduation.
- A. The student is subject to the following requirements:
 - i. Provide valid, unexpired ACT, SAT, or EOC scores and be declared exempt by Panola College, or must be assessed for reading, writing, and mathematics skills and passed at least one section of a state-approved Texas Success Initiative (TSI) test.
 - ii. Must have written approval of the high school official and the parent or guardian.
 - iii. Be subject to the rules and regulations of the College.
 - B. Prior to enrollment the following items must be on file at Panola College:
 - i. Application for admission to the College.
 - ii. Completed Dual Credit/Early Admission Permission Form.

- iii. Official Texas Success Initiative test scores (Reading, Writing, and Math) or proof of exemption/waiver.
 - iv. Official high school transcript indicating high school enrollment. Students who are enrolled in non-accredited high schools or who are schooled in non-traditional settings must provide a notarized record of the school subjects completed (must be consistent with TEA minimum requirements).
 - v. Bacterial Meningitis Vaccination documentation.
- C. College credit will be held in escrow until an official transcript showing graduation from high school is on file in the Admissions/Records Office at Panola College.
- D. A permission form, listing the courses approved by the high school official, must be provided to Panola College admissions each semester. Admission to the College does not guarantee enrollment in all courses.

International Students

This school is authorized under Federal law to enroll nonimmigrant alien students. This college is SEVIS approved.

Panola College has a \$50 non-refundable application fee for international students.

Application deadlines are as follows:

- To attend during Spring semester (January-May), the application deadline is November 1.
- To attend during Fall semester (August-December), the application deadline is June 1.

The following requirements must be completed and on file in the Student Success Center at least 60 days prior to the first class day of the semester for which the applicant is seeking admission. Issuance of the I-20 shall not be considered until all requirements are completed.

The following documents are needed to determine a student's eligibility for admission to Panola College:

1. A completed application for admission, available at <http://www.applytexas.org>--click on Two Year/Community College application.
2. A completed Panola College supplemental application for admission.
3. A certified English translation of the transcript which includes completed courses, grades, and date of graduation. The transcript should reflect at least the equivalent of an American high school diploma.
4. Complete one of the three English Language Skills Tests below (**scores must be less than 2 years old**):
 - a. **TOEFL** (Test of English as a Foreign Language) with a minimum score of 525 (paper-based), 197 (computer-based), or 71 (Internet-based) if the native language is other than English. Test results must be sent to Panola College (institution #6572) directly from the testing company. Visit www.ets.org for more information and to register for the exam.
 - b. **IELTS Academic** with a score of 5.5 (computer-based only). Visit www.ielts.org/en-us for more information.
 - c. **iTEP Academic** with a minimum score of 3.5 (computer-based only). Visit www.itepexam.com for more information.

The following documents are needed before an I-20 can be issued to a student:

1. Copy of biographical page of passport.
2. If the student is currently in the U.S., a copy of the current visa is required.
3. Documentation of adequate financial resources: The estimated cost for an academic year of nine months with a 12-hour academic load each semester is \$14,520 USD (subject to change). This amount

includes out-of-state tuition, fees, textbooks, residence hall fees, residence hall deposit, meals, personal expenses, and insurance for a single student. Checks drafted on accounts outside of the U.S. will not be accepted. The student should complete and submit the International Student Financial Statement. The statement requires the signature of the applicant, the applicant's sponsor and the sponsor's bank official and must have an official seal. A bank statement, in English, from your bank and/or the sponsor's bank should also be submitted with this form.

The following documents are required before the student will be able to enroll in classes at Panola College:

1. Immunization records
 - a. Completed Panola College medical form.
 - b. Beginning January 1, 2012, Texas State law requires the following: entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. This includes all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester. Students who plan to live on campus must submit documentation of a bacterial meningitis vaccination regardless of age.
2. The TSI Assessment is designed to help institutions determine whether, and at what level, incoming students are prepared to enroll and succeed in entry-level college courses, as well as offer preparatory intervention options. Scores should be sent to Panola College if the test is taken at another location. Non-U.S. citizens are liable for all TSI requirements on the same basis as U.S. citizens.
3. Submit evidence of health insurance coverage valid through the end of the academic year. If insurance coverage is not immediately available, a letter must be submitted stating that all expenses associated with health care will be assumed by the sponsor until such coverage can be obtained. Resubmit evidence for each academic year thereafter. Panola College offers no health facility on campus.

College Transfer Students

In addition to the previously listed items, note the following requirements:

1. Notify previous school/college of transfer. Secure the Transfer Clearance Form from Panola College and give it to the International Student Advisor at the previous school. The advisor must complete and return the form to Panola College.
2. Provide a copy of current I-20.
3. Transcripts – Transfer from a college/university outside the United States: coursework is considered on a case-by-case basis. The student will be required to furnish an evaluation of his/her courses by a member of NACES (National Association of Credential Evaluation Services). Please refer to the NACES website (<http://www.naces.org>) for a complete listing of members. Among the members, Panola College recommends using Educational Credential Evaluators, Inc., World Education Services, Inc. or Global Credential Evaluators, Inc. for evaluation of your transcript.
 - a. If official transcripts indicate English proficiency, the TOEFL requirement may be waived.
 - b. Official transcripts must verify that the student:
 - i. Has a minimum GPA of 2.0
 - ii. Was "in-status" for the semester immediately preceding this transfer.

Auditing Classes

Permission to audit a course is sometimes granted by the Vice President of Student Services. An Application for Audit may be obtained in the Admissions/Records Office. Students may register to audit a class only after regular registration is complete and only if space is available in a course. Tuition and fees are the same for

auditing as those charged for credit enrollment. No late fee is charged when an individual audits a course. Names of persons auditing will not be entered in registration records or on class rolls. No permanent records will be kept of the student's audit experience. Physical education activity classes and applied music classes may not be audited.

Health Science Programs

Acceptance to the College does not imply acceptance into a particular program. Health Science programs have additional admission requirements and recommend early application. Consult the program of choice for specific information.

Bacterial Meningitis

Texas state law requires the following: **All entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years.** These include all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester.

Immunizations

All students are encouraged to have the following immunizations or screening tests completed prior to admission: measles, mumps, rubella, tetanus, diphtheria, pertussis, polio, varicella (chicken pox), hepatitis B, bacterial meningitis, and tuberculosis skin test. Applicants who are accepted into the Health Sciences and medical technologies programs are required to complete a medical form and will be required to have updated immunizations as specified by the particular department.

Conditional Admission

Each student applying to Panola College must meet the requirements described in the section entitled Basis for Admission (at the beginning of this section of the catalog). Students who do not provide the required documents may be admitted tentatively (conditional admission) with the understanding that the appropriate documents must be on file prior to the end of the first academic semester in which the student is enrolled. Contact the Admissions/Records Office for instructions. No student will be permitted to re-enroll until admission requirements have been met.

Academic Fresh Start

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the Academic Fresh Start Statute, *Texas Education Code, 51.929*. If the applicant informs the Office of Admissions in writing of the election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute will not receive any course credit for courses taken 10 or more years prior to enrollment.

Concurrent College or University Enrollment

Section 54.062 of the *Texas Education Code* permits an adjustment in the minimum tuition charge when a student is concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge to the first institution at which he or she is registered. If the minimum tuition at the first institution is equal to or greater than the minimum tuition at the second public institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution, but shall pay only the hourly rates to the second institution. The student should first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between his total tuition charge at the second institution and his total

charge at the first institution, but in no case shall the student pay the second institution less than the hourly rates.

Texas Success Initiative (TSI)

The TSI Assessment is a program designed to help Panola College determine if you are ready for college-level coursework in the general areas of reading, writing, and mathematics. This program also will help determine what type of course or intervention will best meet your needs to help you become better prepared for college level coursework if you are not ready.

If you are an incoming college student in Texas, you are required to take the TSI Assessment to determine your readiness for college-level work. Based on how you perform, you may either be enrolled in a college-level course that matches your skill level or be placed in the appropriate college preparatory course or intervention to improve your skills and prepare you for success in college-level courses. TSI Assessment scores cannot be used to deny a student admission to a Texas public college or university.

Do I have to take the TSI assessment?

Not all incoming students need to take the TSI Assessment. There are many ways you can be exempt. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions. In other words, there are no prerequisites for enrollment in college-level courses.

You may be exempt from TSI if you:

- Have met the minimum college readiness standard on SAT®, ACT, or a statewide high school test;
- Have successfully completed college-level English and math courses;
- Have enrolled in a Level-One certificate program (fewer than 43 semester credit hours);
- Are not seeking a degree; or
- Have been honorably discharged from military or currently on active duty.

How does the TSI assessment work?

If you are not exempt from taking the TSI Assessment, you will be asked by your college or university to take three tests: one in mathematics, one in reading, and one in writing. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the writing assessment, it's likely that you will be asked to write an essay. The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels. There is no limit on the number of times you can take the test. TSI test scores are valid for a five-year period.

Mandatory Pre-Assessment Activity

Before you take the TSI Assessment, you must participate in a Pre-Assessment Activity. You will not be allowed to take the TSI Assessment until you have completed this activity.

The activity includes the following:

- An explanation of the importance of the TSI Assessment;
- Practice test questions and feedback;
- An explanation of all your college preparatory options, if you don't meet the minimum passing standard; and
- Information on campus and community resources that will help you succeed as a college student.

Each undergraduate student who enters Panola College, a Texas public institution of higher education, must be assessed for reading, writing, and mathematics skills prior to enrolling in any college-level coursework.

Should a deficiency be revealed in any of the three skill areas, the student **MUST** be enrolled and participate continuously (every semester) in a college preparatory course in at least one subject area, as determined by the institution. The student who is absent beyond the established minimum number of class days or does not participate in the coursework will receive a grade of "F" for the course.

Any student failing to take a section of the test or canceling the score on a section will be held liable for a college preparatory course in the section(s) not taken and not previously passed.

Placement Test Pass

If a student retakes and passes the section of the TSI Assessment for which he or she is enrolled in a remedial class, he or she can complete a Placement Test Pass form.

Immediately after passing a placement test, a student will take the placement test score document and "Placement Test Pass" form from the Admissions/Records Office to the instructor; the student and instructor must select and sign an option below on the "Placement Test Pass" form and immediately return the form to the Admissions/Records Office.

Placement Test Pass Form Options

1. The student can elect to take the grade earned in the course, as of today, and will not be required to attend the course for the remainder of the semester; if a grade has not been recorded, the student must select another option.
2. The student can elect to take an automatic "C" in the course and will not be required to attend the course for the remainder of the semester.
3. The student can elect to remain in the course and earn a grade.
4. During the designated period, the student may withdraw from the class and receive a "W".

Exemptions/Waivers from Provisions of TSI

1. State law provides for certain exemptions from the Texas Success Initiative provisions. Documentation must be on file in the Admissions/Records Office prior to enrollment. Exemptions/Exceptions are associated with actual enrollment in college. The following are exemptions and waivers of TSI:
 - A. For a period of 5 years from the date of testing, a student who is tested and performs on a single administration of the test at or above the following standards that cannot be raised by institutions:
 - i. ACT: Composite score of 23 or higher with a minimum score of 19 on both the English and mathematics tests.
 - ii. SAT: A combined score of 1070 with a minimum of 500 on both the verbal and mathematics tests (prior to March 5, 2016).
SAT: A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of TSI; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of TSI (after March 5, 2016). Mixing or combining scores from SAT administered prior to March 5, 2016, and the SAT administered on or after March 5, 2016, is not allowable.
 - B. For a period of 5 years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - i. On the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or

- ii. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics sections.
 - C. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
 - D. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
 - E. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
 - F. A student who is serving on active duty as a member of:
 - i. The armed forces of the United States or
 - ii. The Texas National Guard
 - G. A student who is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
 - H. A student who on or after August 1, 1990, was honorably discharged, retired, or who was released from active duty as a member of the armed forces of the United States or of the Texas National Guard or served as a member of a reserve component of the armed forces of the United States.
 - I. A student who is enrolled in a certificate program of one year or less at a public junior college, a public technical institute, or a public state college.
2. **Exception:** An institution may exempt a non-degree seeking or non-certificate seeking student.

This information must be on file prior to enrollment. TSI exemptions and exceptions are associated with actual enrollment in college. Students interested in TSI exemptions or exceptions should contact the Office of Admissions/Records for additional information.

The complete Texas Success Initiative Plan for Panola College may be viewed online at <http://www.panola.edu/student-success/texas-success-initiative.html>.

Advanced Placement Credit

Any student desiring advanced placement credit must apply in the Panola College Office of Admissions and Records well in advance of initial registration. Course credits earned in this manner will not become a part of the student's permanent record until 12 semester hours have been earned at Panola College. Complete information about the Advanced Placement Credit is available from the Office of Admissions and Records. Refer to "Credit by Examination."

Credit by Examination

Each college and university has its own policy with respect to credit earned by examination. Any such credit allowed by one institution may not necessarily be accepted at another. Contact the Admissions/Records Office to complete the proper request form.

General Policies for Credit by Examination

- The person desiring credit by examination must be accepted for admission to Panola College.
- A student may receive credit by examination only after completing TSI requirements.
- The "Request for Credit by Examination" form must be completed and returned to the Admissions/Records Office.
- Credit based on ACT or AP scores is available to beginning freshmen only.

- The applicant is responsible for having all official scores sent to Panola College. Scores should be received in the Admissions/Records Office at least 2 weeks prior to enrollment.
- The student desiring credit based on the ACT, AP, or CLEP examinations must enroll within one year immediately following the test date or forfeit the opportunity for credit by examination.
- No credit by examination will be allowed for a course after the student has registered for the course.
- A student who has previously received a grade (A, B, C, D, F, or I) in a course may not receive credit by examination for the same course.
- The applicant must pay \$20 per semester hour for any course credit granted.
- No applicant shall earn more than 12 semester hours or complete more than 4 courses through advanced placement. The applicant may not earn more semester hours than hours completed in residence at Panola College.
- Credits earned by examination will not become a part of the student’s record until 12 semester credit hours have been earned at Panola College.

ACT Scores – ENGL 1301

A letter grade, semester-hour credit, and equivalent grade points will be awarded for ENGL 1301 with the following minimum scores in the English and reading sections:

- 31 = A
- 29 = B

No credit will be awarded if the appropriate score is not achieved in both sections.

College Board’s Advanced Placement (AP) Examinations

A letter grade, semester-hour credit, and equivalent grade points will be given for the following minimum scores:

- 4 or 5 = A
- 3 = B

Panola College does not award credit for scores attained on the SAT II (achievement tests). AP tests are given by various area high schools.

Examination	Panola College Courses	Credit Hours
Biology	BIOL 1408	4
Chemistry	CHEM 1411 & 1412	8
English (Language/Comp)	ENGL 1301	3
English (Literature/Comp)	ENGL 1302	3
History*	HIST 1301	3
U. S. Government (Federal)	GOVT 2305	3
Mathematics Calculus AB	MATH 2413	4
Mathematics Calculus BC	MATH 2413 & 2414	8
Physics 1	PHYS 1401	4
Physics 2	PHYS 1402	4
Physics B**	PHYS 1401 & 1402	8
Physics C (Mechanics)	PHYS 2425	4
Physics C (E&M)	PHYS 2426	4
Psychology	PSYC 2301	3
Spanish	SPAN 1411 & 1412	8

**The State of Texas requires that 3 hours of history must be taken in a classroom setting.*

***Physics B exam has been replaced by Physics 1 and Physics 2 exams.*

CLEP Examination

Subject examinations only: A letter grade, semester-hour credit, and equivalent grade points will be given as follows (effective Fall 2006):

Examination	Panola College Course	Credit	Minimum Required Scores for		
			A-Level	B-Level	C-Level
Biology (General)	BIOL 1408	4	64	57	50
Business Law, Introduction	BUSI 2301	3	70	60	50
Macroeconomics, Principles of	ECON 2301	3	74	62	50
Microeconomics, Principles of	ECON 2302	3	78	64	50
College Composition	ENGL 1301	3	60	55	50
English Literature	ENGL 2322	3	60	55	50
General Chemistry	CHEM 1411	4	76	63	50
American History I*	HIST 1301	3	62	56	50
American History II*	HIST 1302	3	64	57	50
American Government (Federal)	GOVT 2305	3	76	63	50
College Algebra	MATH 1314	3	76	63	50
Trigonometry	MATH 1316	3	76	58	50
Calculus/Elem. Functions	MATH 2413	4	72	61	50
General Psychology	PSYC 2301	3	68	59	50
Human Growth & Development	PSYC 2314	3	76	63	50
Sociology, Introductory	SOCI 1301	3	68	59	50
College Spanish	SPAN 1411 & 1412	8	60	55	50

**The State of Texas requires that 3 hours of history must be taken in a classroom setting.*

International Baccalaureate Diploma

Panola College will grant a maximum of 24 semester hours within our core curriculum to any entering freshman, who has received an International Baccalaureate diploma. Course credit is given for the IB higher level examinations passed with grades of 4, 5, 6, or 7 with proper documentation. No credit is awarded for subsidiary level courses. Applicants with the IB diploma must provide a completed IB transcript to the Admissions/Records Office prior to enrolling in order to receive credit. Students requesting credit must also complete the applicable form.

Component Area	Hours	Panola College
English	3-15	ENGL 1301, 1302, 2322, 2323 SPCH 1315, 1321
Mathematics	3-9	MATH 1314, 1316, 1332, 1324, 1325, 1350, 1351, 2412, 2413, 2414, or 2415
Computer Science	3	BCIS 1305
Foreign Language	3-6	SPAN 2311, 2312
Humanities & Visual & Performing Arts	3	ARTS 1301, DRAM 1310, or MUSI 1306
Social Sciences	3-6	HIST 1301, 1302
Behavioral Sciences	3-9	PSYC 2301, SOCI 1301, ECON 2301, 2302, GEOG 1303

Credit for Technical Skills Testing

In some cases, academic credit may be given for applicable and validated industry experience, subject to the evaluation and approval by the Vice President of Instruction, Instructional Dean, Department Chair, and Professor. The total number of semester credit hours awarded for Credit Awards may vary depending on course semester hours. At least 25 percent of the total credits in a Panola College student's certificate or associate degree plan must be earned through regular SCH instruction at Panola College.

To receive Credit Awards, the professor should submit a **"REQUEST FOR CREDIT TECHNICAL SKILLS TESTING"** to the Academic Dean for approval along with documentation of the skills necessary to award academic credit. Students **must** be enrolled at Panola College and have completed a **minimum of 12 semester credit hours** of non-college preparatory classes. A grade of A, B, or C will be assigned for any course in which Credit Awards is received. Students must score at least 75% to receive a "C" grade. This grade is computed in the student's grade point average.

Maximum Number of Hours for Credit for Technical Skills Experience

For degree or certificate completion, at least 25% of the semester hour credit must be earned through Panola College. Payment of any fees associated with the Credit Awards program must be received before credit is posted to the student's transcript.

CREDIT FOR TECHNICAL SKILLS Approved Courses		
Course	Course Title	Dean
BMGT 1301	Supervision	Natalie Oswalt
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	Natalie Oswalt
CNBT 1311	Construction Methods and Materials I	Natalie Oswalt
CNBT 2340	Mechanical, Plumbing & Electrical Systems in Construction II	Natalie Oswalt
DEMR 1316	Basic Hydraulics	Natalie Oswalt
DFTG 1325	Blueprint Reading and Sketching	Natalie Oswalt
ELMT 1301	Basic Programmable Logic Controllers	Natalie Oswalt
ELPT1325	National Electrical Code I	Natalie Oswalt
ELPT 1341	Motor Control	Natalie Oswalt
ELPT 1345	Commercial Wiring	Natalie Oswalt
ELPT 2305	Motors and Transformers	Natalie Oswalt
GISC 1270	Introduction to Geographic Information Systems (GIS)	Natalie Oswalt
HART 1307	Refrigeration Principles	Natalie Oswalt
HART 2336	Air Conditioning Troubleshooting	Natalie Oswalt
HEMR 1304	Natural Gas Compression	Natalie Oswalt
HITT 1305	Medical Terminology I	Kelly Reed-Hirsch
IMED 1401	Introduction to Digital Media	Natalie Oswalt
IMED 1416	Web Design I	Natalie Oswalt
INMT 2303	Pumps, Compressors & Mechanical Drives	Natalie Oswalt
ITSC 1405	Introduction to PC Operating Systems	Natalie Oswalt
ITSC 1425	Personal Computer Hardware	Natalie Oswalt
ITSC 2435	Application Software Problem Solving	Natalie Oswalt
ITSC 2439	Personal Computer Help Desk Support	Natalie Oswalt
ITSW 1401	Introduction to Word Processing	Natalie Oswalt
ITSW 1404	Introduction to Spreadsheets	Natalie Oswalt
ITSW 1407	Introduction to Database	Natalie Oswalt
ITSW 1410	Introduction to Presentation Graphics Software	Natalie Oswalt

OSHT 1220	Energy Industrial Safety	Natalie Oswalt
PLAB 1223	Phlebotomy	Kelly Reed-Hirsch
POFI 1449	Spreadsheets	Natalie Oswalt
POFI 2401	Word Processing	Natalie Oswalt
POFI 2431	Desktop Publishing	Natalie Oswalt
POFT 1301	Business English	Natalie Oswalt
POFT 1309	Administrative Office Procedures I	Natalie Oswalt
POFT 1321	Business Math	Natalie Oswalt
POFT 1329	Beginning Keyboarding	Natalie Oswalt
POFT 2301	Intermediate Keyboarding	Natalie Oswalt
POFT 2312	Business Correspondence and Communication	Natalie Oswalt
PTRT 1270	Energy Sector Math and Computer Skills	Natalie Oswalt
PTRT 1275	Petroleum Regulations	Natalie Oswalt
PTRT 1324	Petroleum Instrumentation	Natalie Oswalt
WLDG 1417	Layout & Fabrication	Natalie Oswalt
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	Natalie Oswalt
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	Natalie Oswalt
WLDG 1435	Introduction to Pipe Welding	Natalie Oswalt
WLDG 1453	Intermediate Layout and Fabrication	Natalie Oswalt
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	Natalie Oswalt
WLDG 2370	Intermediate Pipe Welding	Natalie Oswalt
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	Natalie Oswalt
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	Natalie Oswalt

Awarding Credit for Continuing Education Units

Awarding credit for continuing education coursework should be a transparent process that includes the assurance of applicability toward a technical degree or certificate program. Students must be at least 16 years old to participate. To that end, two issues are critical: (1) determining the comparability of the non-credit course to the credit course and (2) meeting SACS criteria.

Panola College students who have successfully completed continuing education (CEU) courses offered by Panola College Workforce and Continuing Education could be eligible for equivalent semester course credit pending appropriate Dean approval. Courses approved as workforce education courses are offered in the Workforce Education Course Manual.

- CEU coursework must be demonstrated to be substantially the same as the equivalent SCH coursework.
- SCH equivalencies for CEU courses must be fully documented to show that individual continuing education students have met the same or similar objectives, rigor, course evaluation process, and course competencies.
- Faculty qualification standards are the same as would be required in the equivalent SCH course.

In addition to the General Rules and Regulations for Credit Awards, professors must sign and submit a Continuing Education Hours (CEU) Course Equivalency Evaluation Form to the school dean of the appropriate WECM technical program in which the course(s) reside. The professor will ensure that the following required criteria are evaluated and documented prior to recommending a SCH course equivalency for CEU coursework:

1. The actual number of class/lab (contact) hours in the CEU course is comparable to the approved number of contact hours for the SCH WECM equivalent course.

2. The instructor of the CEU class holds the credentials/experience that would be required of an instructor teaching the SCH equivalent of the WECM course, as defined by the Southern Association of Colleges and Schools (SACS).
3. The course tasks, competencies, and learning outcomes for the CEU course are equivalent to those of the SCH version of the WECM course.
4. The course requirements for satisfactory completion of the CEU course are equivalent to those of the SCH version of the WECM course.
5. Students in the CEU course are evaluated/assessed comparably to students in the equivalent SCH version of the WECM course.
6. The student has received a satisfactory (passing) final grade for the CEU course.

Department directors may consider additional criteria such as results from formal certification or licensure exams taken as part of or at the conclusion of the CEU course. Appropriate documentation of any additional criteria considered by the department director must be included with the Continuing Education Hours (CEU) Course Equivalency Evaluation Form.

1. In documenting the equivalency of CEU coursework to SCH coursework, the department chair may utilize any of the following to establish sufficient justification for recommending a SCH equivalency for a CEU course.
 - a. Written documentation provided by the student and/or instructor of a course syllabus, lesson plans, assignments, attendance records, test scores, and final grade.
 - b. Interview with student and/or instructor of record.
 - c. Written documentation of instructor credentials including official transcripts, resumes, and/or work experience for the instructor of record.
 - d. Written documentation from and/or interview with the provider institution of the CEU course.

Based on the documentation and evaluation of the CEU coursework, the department director may:

1. Recommend approval of equivalent SCH course credit to the appropriate director or dean or
2. Close the request with no recommendation for approval. The department chair will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When a school dean receives a recommendation from a department director for equivalent SCH course credit for a CEU course, the dean may:

1. Recommend approval of equivalent SCH course credit to the Vice President of Instruction or
2. Close the request with no recommendation for approval. The school dean will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When the Vice President of Instruction receives a recommendation from the Dean for equivalent SCH course credit for a CEU course, the Vice President of Instruction may approve the equivalent SCH course credit or close the request with no recommendation for approval. The Vice President of Instruction will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When the Vice President of Instruction approves an equivalent SCH course,

1. The original approved form and related documentation are submitted to the Admissions and Records Office.

2. A copy of the approval form and related documentation is forwarded to the School Deans office and Department Director.
3. And a copy of the approval form is mailed to the student. **The student must take the approval form to the College Business Office and pay one-third the cost of enrolling in the course. After making payment, the student takes the receipt to the Student Success Center and requests personnel transcript the credit.**

TxCHSE Testing

Panola College is an official testing center for the General Education Development (GED) Test and administers this computerized test to individuals who are not high school graduates and who are at least 17 years of age. Those making satisfactory scores on the battery of tests will receive a Texas Certificate of High School Equivalency from the Texas Education Agency. Tests are available in English and Spanish. Complete information may be obtained from the Panola College Student Success Center; however, registration for the GED Test is done electronically at www.ged.com.