TEXAS SOUTHMOST COLLEGE

Computer Science Program

Student Handbook

2018-2020

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General Information

A Message to the Students

Welcome to the Texas Southmost College (TSC) Computer Science Program. This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services.

The Computer Science Program Student Handbook pertains to students that have been admitted to that program and is a supplement to the Texas Southmost College Student Handbook and Catalog. The Vice President of Instruction is the Chief Administrator for academic policies and procedures, and the Vice President of Student Services is the chief administrator for non-academic policies and procedures, The degree plan for Computer Science has been designed to provide the student with a well-rounded curriculum that incorporates both hands-on opportunity and theory.

Please remember that you, the student, are the most important asset to this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the advisory committee of this program or directly to the program faculty.

Disclaimer

This handbook contains policies, regulations, procedures, and general course content effective at the time of publication. Texas Southmost College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Changes will become effective whenever enacted by the Texas Southmost College administration and will apply to both prospective students and those already enrolled.

This handbook complements the TSC Catalog and TSC Student handbook, which are the primary sources available to students outlining the responsibilities of the college and student, and each student is responsible for knowing the rules, regulations, requirements, and academic policies of Texas Southmost College. Both publications are available on the Texas Southmost College web site or in hard copy from the Office of Admissions and Records.

Non-Discrimination Statement

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas Southmost College on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability.

Mission of the Institution

Transforming our communities through innovative learning opportunities.

Role and Scope of TSC

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the

evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.

- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry, or advancement in the workforce, or lifelong learning.

- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility; critical thinking, communication, and innovation; and empowers and engages students, faculty, and staff to achieve personal and professional goals.

- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

Institutional Values

To successfully fulfill the vision and mission, Texas Southmost College is consciously committed to:

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.

- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area ISDs and universities to create accessible and affordable educational pathways for our students, faculty and staff.

- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.

- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, to promote understanding and to achieve the academic and workforce potential of students, faculty, and staff.

- Innovation by embracing emerging technologies to enhance and expand teaching, learning and service opportunities for students, faculty, and staff.

- Success by empowering, engaging and educating students, faculty and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals.

Institutional Accreditation

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate and associate degrees.

Program Information

Purpose of the Program

This program's primary goal is provides students with the courses needed in science, mathematics, and programming to lay a foundation for a career in Computer Science. After completion of an Associate of Science in Computer Science, students can transfer to a bachelor's program at a university of their choosing.

Program Outcomes

Graduates from TSC's Computer Science Program will be able to
Outcome 1- Apply information structures to computer science applications
Outcome 2- Explain data representation and the transformation of data
Outcome 3- Identify the role of computer hardware in the processing of information
Outcome 4- Identify major Western art and Computer Science styles throughout history
Outcome 5- Apply their understanding of software and hardware structures in scientific or industrial applications.

Program Description

The Computer Science Program at Texas Southmost College is a discipline of engineering that prepares students to design, create, test, and evaluate application software such as computer games, business applications, operating systems, network control systems, artificial intelligence, or robotics. It focuses in theoretical studies, the methods used to solve problems, and it expands into the practical issues needed to implement new computer systems. In simple terms, Computer Science is the study and development of new computer technology!

Students of Computer Science enjoy challenges and the constant learning of new technology and programming languages. They will find jobs in the fields of software engineering, artificial intelligence, telephony, computer networking, telecommunications, database systems programming, computer graphics, computer gaming, embedded systems programming, operating system design, and computer architecture design, just to name a few.

Course Syllabus

At the beginning of each semester, students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform students of the changes as soon as is possible. Special classes meeting days, when applicable, are identified in the syllabus. The syllabus is your key to success. Make sure you read the syllabus completely and refer to it regularly.

Course Fees

Please refer to the current schedule of fees as presented on the TSC website and Catalog.

Classroom Expectations

Student attendance and participation is vital to academic success. Regular and punctual attendance and participation in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as specified by the respective course syllabus. Whenever possible, students' should notify their instructor in advance.

The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus. A syllabus is a document that an instructor distributes to provide students with an overview of a college course. The syllabus is usually distributed on the first day of class and contains the following information:

- Course name and meeting times
- Name of instructor and their contact information
- Expectations for behavior
- Attendance policies
- Required texts and topics and chapters covered
- Test dates and other relevant dates
- Grading policy

Attendance

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 the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is expected of all students.

Students who are absent for any reason should always consult with their instructors. Course syllabi provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course for non-attendance.

Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced and faculty will clearly explain these policies in their syllabi.

Students who stop attending class for any reason should contact the instructor and the Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records office.

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of the Computer Science program courses. Although Computer Science instructors strive to establish a friendly classroom environment, students must conduct themselves in a manner that continues to facilitate learning. Students are expected to:

- Come to class prepared for the scheduled subject or activities.
- Behave in a manner that does not interrupt classroom or studio activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.
- Ensure that cellular telephones, radios and pagers do not disrupt the classroom or laboratory activities. Although TSC prohibits the use of cellular telephones and pagers, the Computer Science Program recognizes that many students may need to maintain these devices for an on call basis. Students are expected to ensure that the activation of these devices does not disrupt classroom, studio, or laboratory activities.

Curriculum and Course Description

Program Degree
Associate of Science in Computer Science

 The Associate of Science in Computer Science (COSC) degree prepares professionals in the areas of software development. The main area of application is computer programming in different computing fields such as gaming, embedded systems, web services as well as systems software and firmware. Employment opportunities include computer programming and software development.

Computer Science Program Course Requirements

All Computer Science courses must be completed successfully before entering the more advanced course(s) the following semester. Due to the structure and sequential order of these classes, if a student should be unsuccessful, he/she would be unable to continue in consecutive courses until the failed course is completed the following year. It is expected that each student will successfully demonstrate competency in the classroom and laboratory areas. Since this is a competency-based program, each instructor will give the student a course syllabus with student learning outcomes to be mastered.

Computer Science Courses Descriptions

COSC 1336 Programming Fundamentals I
This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer

literacy. Prerequisite: TSI met in math, reading, and writing or equivalent. Minimum passing grade of "C." Lec 3, Lab 1, Cr 3

COSC 1337 Programming Fundamentals II
This course is a review of control structures and data types with emphasis on structured data types. Course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. The course will use a high level programming language to review structured and abstract data types, object oriented paradigm, software engineering techniques, searching and sorting techniques, and analysis of algorithm. Prerequisite: COSC 1336. Minimum passing grade of "C." Lec 3, Lab 1, Cr 3

COSC 2336 Programming Fundamentals III
This course is designed for computer science and engineering students. The course will include topics including concepts of file input/output, recursion backtracking, data structures and algorithms. Topics include recursion, fundamental data structures (including queues, stacks, linked lists, trees, hash tables, and graphs) and algorithmic analysis. Software engineering techniques for modularity, reusability, documentation, testing, error detection and recovery are also covered. Prerequisite: COSC 1337. Minimum passing grade of "C." Lec 3, Lab 1, Cr 3

COSC 2425 Computer Organization
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This assembly language intensive course covers machine cycle, digital representation of data and instructions, assemblers, loaders, macros, subroutines, and program linkages. Concepts of computer organization, operating systems, concurrent processes, synchronization and communication are introduced. Corequisite: COSC 2336. Prerequisite: COSC 1336. Minimum passing grade of "C." Lec 4, Cr

General Education Courses
ENGL 1301 Composition I
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Prerequisite: TSI met in reading and writing or equivalent. Minimum passing grade of "C" Lec 3, Cr 3

ENGL 1302 Composition II

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301. Lec 3, Cr 3

GOVT 2305 Federal Government (Federal Constitution and Topics)
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

MATH 2412 Pre-Calculus Mathematics
This course includes an in - dept combined study of algebra, trigonometry and other topics for calculus readiness. Prerequisite: MATH 1314 with minimum grade of C or pass the College Algebra Exemption Test administered by the STEM Division. Lec 4, Cr 4

MATH 2413 Calculus I
This course covers limits and continuity; the, Fundamental Theorem of Calculus; definition of, the derivative of a function and techniques of, differentiation; applications of the derivative, to maximizing or minimizing a function; the chain, rule, mean value theorem, and rate of change, problems; curve sketching; definite and, indefinite integration of algebraic,, trigonometric, and transcendental functions, with, an application to calculation of areas. Prerequisite: MATH 2412 or passing the, Precalculus Exemption Test administered by the, STEM Division. Minimum passing grade of "C." Lec 4, Cr 4

MATH 2414 Calculus II
This course is a continuation of MATH 2413 Calculus I. This course covers the following topics: differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; and improper integrals. Prerequisite: MATH 2413 Calculus I with minimum grade of C. Lec 4, Cr

GOVT 2306 Texas Government (Texas Constitution and Topics)
Origin and development of the Texas Constitution, structure and powers of state and local government, federalism, and inter-governmental, relations, political participation, the election process, public policy, and the political culture of Texas. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

HIST 1301 United States History I
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United

States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

HIST 1302 United States History II
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

PHYS 2125 University Physics I Laboratory
This lab includes basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Corequisite: PHYS 2325 and MATH 2413 or prior credit. Minimum passing grade of "C." Lab 3, Cr 1

PHYS 2126 University Physics II Laboratory
This lab includes laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Corequisite: PHYS 2326 and MATH 2414 or prior credit. Prerequisite: PHYS 2325 and PHYS 2125. Minimum passing grade of "C." Lab 3, Cr 1

PHYS 2325 University Physics I
This course is the first of a two-semester, sequence of course for physics, engineering, physics, and computer science majors. The topics, addressed will be the principles and applications, of classical mechanics, including harmonic, motion, physical systems and thermodynamics, and, emphasis on problem solving. Corequisite: PHYS, 2125 and MATH 2413 or prior credit., Prerequisite: MATH 2412. Minimum passing grade of "C." Lec 3, Cr 3

PHYS 2326 University Physics II
This is the second course in the two-semester introductory sequence for physics, engineering physics, and computer science majors. The topics addressed will be the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics.

Corequisite: PHYS 2126 and MATH 2414 or prior credit. Prerequisite: PHYS 2325 and PHYS 2125. Minimum passing grade of "C." Lec 3, Cr 3

XXXX X3XX1 Creative Arts Elective

XXXX X3XX1 Language, Philosophy and Culture XXXX X3XX1 Social Behavioral Sciences Elective

1 Any General Education Core course that meets these categories

Resources

Academic Advising
Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours. Advisors will assist you in selecting a program of study and following the course sequence.

Transfer, Career and Employment Center
One of the best ways to ensure career success is to establish a clear focus on the career path you wish to pursue. Transfer, Career and Employment Center staff can guide you through college transfer planning, the career planning process, and securing employment upon graduation.

Transfer Planning
During their enrollment at Texas Southmost College, students are advised to fulfill the lower division requirements for the college or university program. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a representative from the Transfer, Career and Employment Center. Texas Southmost College makes every effort to aid students wishing to transfer; however, the student must consult with the senior college or university to ensure appropriate courses are taken at Texas Southmost College.

Transfer, Career and Employment Center staff also provide students with information concerning university admission requirements, degree program requirements, scholarships, housing, and university contact information. A transfer fair is held annually that provides students an opportunity to visit with university recruiters; and university transfer advisors from select institutions are scheduled each semester to advise prospective transfer students.

Contact Information:
Rene Valdez
Coordinator of T, C & E Services
956-295-3414
rene.valdez@tsc.edu
Camille Lightner Center

Enrollment Checklist
1. APPLY FOR ADMISSION

- Complete and submit an application for admission through ApplyTexas at www.applytexas.org.
- An active application is required to move forward with the enrollment process.

2. APPLY FOR FINANCIAL AID
- Free money for school, scholarships, work opportunities and emergency loans are available to eligible students.
- Complete the financial aid application (FAFSA) online at www.fafsa.ed.gov or in person at the TSC Student Services Center. TSC's school code is 030646.

3. SUBMIT TRANSCRIPTS
- Submit one of the following academic credentials to the Office of Admissions:

   Incoming Freshmen:
- Submit official High School Transcript (sealed envelope); or
- Submit proof of GED (test scores or certificate); or
- Submit two letters of reference (if applying under Individual Approval)

   Returning/ Transfer Student:
- Submit an official transcript from each college or university that you attended.
- Contact your previous education institution(s) to request official transcripts.
- Transcripts may be delivered in person (in a sealed envelope) or mailed to:
                    Texas Southmost College
                    Office of Admissions
                    80 Fort Brown
                    Brownsville, Texas 78520

4. MEET WITH AN ADVISOR.
- Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours.
- Advisors will assist you in selecting a program of study and developing your degree plan.

Disability Services

Texas Southmost College would like to help students with disabilities achieve their highest potential in college. Students with disabilities may request assistance through the Student Services Center. Some of the services available include note-taking, taped textbook, registration assistance, diagnostic testing, special test considerations and sign language interpreting. An Adaptive Technology and Testing Service are available for student use. All services are elective and must be requested by the students.

To request services, students must contact the Disability Services Office at TSC. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required (individual documentation requirements vary depending on the disability). Students bear the responsibility of making their abilities and limitations known to the advisor. Together, the student and the advisor will decide on the appropriate accommodations and decides on a course of action for informing the instructor, if necessary. Students must request services each

semester, as needed. You can start by calling the office at 956-295-3417 or email angela.dunn@tsc.edu to make an appointment.

Contact Information:
Angela Marie Dunn, MA, LPC-S
Lightner Center 100 C
Office: 956-295-3417
angela.dunn@tsc.edu

Counseling and Psychological Services

Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges. Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file.

Contact Information:
Angela Marie Dunn, MA, LPC-S
Lightner Center 100 C
Office: 956-295-3417
angela.dunn@tsc.edu

Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial resources available.

Library Facility

The library is a shared service between Texas Southmost College and The University of Texas at the Rio Grande Valley. For a full list of services provided by the shared service, please visit the http://www.utrgv.edu/library/

Our website provides 24/7 access to thousands of scholarly journals and e-books, all accessible to our students, faculty and staff from any location worldwide. Our physical libraries hold a wide array of print books, DVDs, archives, and more, as well as study rooms – available to be checked out for both group and individual study. Librarians are available to help you with your research in person, via phone, chat, text, or email.

Contact Information
Paul Sharpe
University Librarian
University Library
LIBR 2.101 A
Email: university.librarian@utrgv.edu

Phone: (956) 665-2005
Phone Alt: (956) 882-8221

Learning Labs

The College Preparatory Studies (CPS) Learning Labs provide peer tutoring services and review sessions in Math, Reading, Writing, and other subjects. The tutors, certified by the College Reading and Learning Association (CRLA), have excellent communications skills and broad knowledge of the subjects they tutor. CPS Learning Labs provide the campus community access to tutoring services and open computer labs to support student learning. More information is available at http://www.tsc.edu/index.php/learning-lab.html

General College Policies

All questions concerning the following College policies should be referred to the Vice President of Student Services. Please note that only a selected few of notices are stated in this Student Handbook. For a complete list of Notices to Students, please refer to the TSC Catalog, which can be found on the TSC website.

Rights of Individuals with Disabilities

Texas Southmost College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions, which may inadvertently discriminate against any individual with a disability.

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal Practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at Texas Southmost College will not be tolerated and individuals engaging in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal from the College. This policy shall be applied without regard to the gender of the employee involved.

Statement on Alcoholic Beverages, Tobacco and other Substances

Texas Southmost College forbids the manufacture, possession, sale, use, or distribution of illegal drugs and alcoholic beverages on campus and at College sponsored events, whether they occur on or off campus. Students who are found in violation will face disciplinary action, up to and including dismissal from the College. Alcohol may be permitted at certain College-sponsored events with appropriate approval from College administration.

Statement on Firearms

In accordance with the Texas Penal Code, Section 46.03, no person may carry a firearm (1) on the physical premises of Texas Southmost College, (2) on any grounds or building on which an activity sponsored by Texas Southmost College is being conducted, (3) in a passenger

transportation vehicle of Texas Southmost College; unless pursuant to written regulations or written authorization of the institution. Individuals found in violation will face appropriate law enforcement action/penalty as well as disciplinary action by Texas Southmost College.

Smoke and Tobacco-Free Environment

Texas Southmost College, including all its facilities and grounds, is a smoke and tobacco free environment. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of Texas Southmost College and on all property that is owned, leased, rented, or otherwise under the control of Texas Southmost College. Law enforcement officers will issue a citation to those in violation of the policy and repeated violations may result in appropriate disciplinary action by Texas Southmost College.

Religious Holidays

In compliance with Texas Education Code, Section 51.911, Texas Southmost College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

Records and the Annual FERPA Notification to Students

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities, photography, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, individuals may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service at http://www2.ed.gov/about/contacts/gen/index.html.

Or contact at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Administrative Withdrawal
The College reserves the right to withdraw a student from class if, in the judgment of the College officials, such withdrawal is in the best interest of the student or the student body at large.

Change of Address
Students who change their home address or mailing address are expected to notify the College of this change immediately using TSC Online, or by contacting the Office of Admissions and Records. Documentation may be required.

Official Communications
A request that a student report to an administrative or faculty office may be made by letter, email or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her TSC email account for official communications. Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards on TSC Online and/or on the TSC website. Each student is responsible for regularly checking the bulletin boards and websites. All program students must use a TSC email address for all College, program, and course communication.

Student Rights and Responsibilities

Texas Southmost College encourages the intellectual, personal, social, and ethical development of members of the College community in an open and supportive environment that promotes honesty, integrity and respect for the rights of all individuals. Students at Texas Southmost College are encouraged to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Texas Southmost College assumes that each student has an earnest educational purpose and possesses a level of maturity necessary to assume obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions.

Texas Southmost College recognizes that student success is a shared responsibility between the student and the College. Students attending Texas Southmost College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is the key to academic success. Regular and punctual attendance in class and laboratories is expected of all students.

2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.

3. Students attending Texas Southmost College are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, Texas Southmost College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider unjust or incorrect.

2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding Texas Southmost College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Texas Southmost College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

Student Code of Conduct

Student rights and responsibilities are defined in the Student Code of Conduct in order to give general notice of conduct expectations, to identify sanctions which shall be imposed when misconduct occurs, and to ensure that students are treated with fundamental fairness and personal dignity. The Student Code of Conduct is available in the Student Handbook and on the College web site.

Student Complaints

The intention of the student grievance procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the college intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC website.

Behavioral Conduct

TSC Computer Science Program students representing Texas Southmost College will be expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conductive to academic endeavors, social growth, and individual self-discipline. The College assumes that student eligible to perform at the College level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit (See TSC Student Handbook Discipline Code/Sanctions).