



TEXARKANA
COLLEGE

2023-2024

Employee Handbook & Compensation Plan

2023-2024 Texarkana College Employee Handbook and Compensation Plan

This Texarkana College Employee Handbook and Compensation Plan is produced for all employees and community members to provide information about the College's compensation procedures and other employment information. The purpose of Texarkana College's compensation system is to attract and retain high quality personnel. The President of the College is responsible for the development, maintenance, and administration of employee pay systems in accordance with Board policies and administrative procedures in the Compensation Plan. This Handbook and Compensation Plan will be updated annually to reflect any changes that are made through the budgetary planning process. The Office of Human Resources, regardless of any possible typographical errors contained in this handbook, shall determine final calculations of all wages and salaries.

The Texarkana College Compensation Plan is available on the College website at <http://www.texarkanacollege.edu/human-resources/> under the tab Downloadable Resources and in the Human Resources Office.

Employee Evaluation

All College District employees shall be evaluated in the performance of their duties at least annually. The performance of assigned duties and other job-related criteria shall provide the basis of an employee's evaluation and appraisal. Employees shall be informed of the criteria for which they will be evaluated. The administration of the College District shall develop forms and procedures necessary for facilitation of the evaluation process. Ratings from the evaluation and appraisal process shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. All administrators and professional staff shall be evaluated by the appropriate supervisor. (Board Policy DLA-Local).

Annual performance appraisals for administrators will be conducted each spring prior to contract recommendations to the Board of Trustees for the following academic year.

Annual performance reviews for non-contracted employees should be complete by June of the academic year.

Supervisors will review each evaluation with the employee, the employee should receive a copy of the evaluation, and the original document will be kept in the employee's confidential personnel file.

For more information on the Faculty and/or Dean Evaluation process, please refer to the TC Faculty Handbook and the Faculty Evaluation Handbook.

Pay Description and Distribution

Texarkana College employees shall be compensated based on assigned positions and the compensation rates as approved by the Board. Jobs are classified for pay purposes on the basis of qualifications and duties as defined by the College, and all employees will be paid based on the salary scale or assigned pay range unless exceptions are granted by the College President.

Annual salary increases will be considered each year during the budgetary planning process. Any increase in salary will be contingent upon the employee receiving an overall satisfactory or above rating on the annual performance appraisal.

Additional stipends or supplemental payments that fall outside the scope of this Compensation Plan may be authorized by the President or designee.

Employees will be paid according to the College's payroll schedule. All employees are paid by Direct Deposit to each employee's bank account on the day of payroll. The payroll schedule for 2023-2024 is as follows:

September 15, 2023	December 15, 2023	March 15, 2024	June 14, 2024
September 29, 2023	December 18, 2023*	March 29, 2024	June 28, 2024
October 13, 2023	January 12, 2024	April 15, 2024	July 15, 2024
October 31, 2023	January 31, 2024	April 30, 2024	July 31, 2024
November 15, 2023	February 15, 2024	May 15, 2024	August 15, 2024
November 30, 2023	February 29, 2024	May 31, 2024	August 30, 2024

**This pay date is scheduled early, instead of being on December 31, 2023*

Merit Employee Pay

Merit pay (either as One-Time Payment or Merit Salary Increase) may be approved in excess of contractual amount for an employee or employees for reasons or public purpose that serve in the best interests of the College. (Policy DEA – Legal)

To be eligible for a merit salary increase, an employee must have been employed by the institution of higher education for the six months immediately preceding the effective date of the increase and at least six months must have elapsed since the employee's last merit salary increase.

The employee must have demonstrated meritorious performance evidenced by performance evaluation or have successfully completed a special project of significant importance to warrant special recognition.

Applying for Interdepartmental Transfer

Employees of Texarkana College who apply for a position with another department will not be considered unless the employee has notified their immediate supervisor of their intent to apply.

Job Classifications

All jobs will be classified as exempt or nonexempt in accordance with the federal requirements of the Fair Labor Standards Act. The Office of Human Resources will determine the classification of each position based on the description of assigned job duties and the method of compensation. Generally, an employee is exempt if the employee's primary duties are executive, administrative, or professional as defined in FLSA regulations and is compensated on a salary basis.

All nonexempt employees are required to submit their weekly hours worked to the Office of Human Resources. Nonexempt full-time employees will complete their time sheet at the end of each week and submit with supervisor signature to HR by Monday of the following week. Part time nonexempt employees submit their time sheets on the 1st and the 16th of each month. In the event either of these dates fall on a non-workday, the next workday will be the submittal date.

Overtime

Nonexempt employees who physically work more than 40 hours in any work week will receive overtime compensation at time-and-a-half rates in compensatory time off or pay. A supervisor must approve all overtime worked in advance and is responsible for preventing unauthorized overtime. Nonexempt employees shall not be allowed to work beyond their regular schedule without prior authorization.

Compensatory time may be accumulated up to a maximum limit of 60 hours at full value and will be taken prior to using other employee leave. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay (TC Board Policy DEA – Local).

Employee Standards of Conduct

Employees of Texarkana College are responsible for reviewing policies regarding Standards of Conduct, including DH (Employee Standards of Conduct), DHA (Employee Standards of Conduct: Searches and Alcohol/Drug Testing), and DHB (Employee Standards of Conduct: Child Abuse and Neglect Reporting). These policies and others can be found at <https://www.texarkanacollege.edu/about/leadership-faculty-staff/board-of-trustees/> .

In response to Executive Order GA-44 issued by Governor Greg Abbott, our community college reaffirms its commitment to fostering a safe and accessible campus environment. We condemn all forms of antisemitism, which is defined as "a certain perception of Jews, which may be expressed as hatred toward Jews" as outlined in Section 448.001 of the Texas Government Code, and uphold the values of respect, tolerance, and academic freedom. As directed by the Executive Order, our institution has updated its free speech policies to address the rise in antisemitic speech and actions on university campuses. We enforce these policies diligently to ensure that all students and staff feel secure in expressing their views while upholding the standards of respectful discourse. Acts of antisemitism can and will lead to appropriate punishment, up to and including expulsion (students) or termination (employees).

2023-2024 Summary of Benefits

Part-time Employees (up to 20 hours weekly) – non-students

Retirement – FICA-Alternative account

- Employee contribution – 3.75% of gross earnings
- Employer match contribution – 3.75% of gross earnings

Part-time Employees (21 to 29 hours weekly)

Retirement – TRS (Teacher Retirement System)

- Employee contribution – 8.25% of eligible gross earnings
- Employer match contribution – 8.25% of eligible gross earnings

Benefit-eligible Employees (30 or more hours weekly)

Retirement – TRS (Teacher Retirement System)

- Employee contribution – 8.25% of eligible gross earnings
- Employer match contribution – 8.25% of eligible gross earnings

Or

Retirement – ORP (Optional Retirement System) *Faculty or eligible administrators may select this option*

- Employee contribution – 6.65% of eligible gross earnings
- Employer match contribution – 6.6% of eligible gross earnings

Health Insurance – *(contribution amounts subject to increase per ERS)*

- Health Select of Texas
 - Employee only – \$0 cost to employee, \$624.82 employer contribution (monthly)
 - Employee and Spouse – \$358.00 cost to employee, \$982.82 employer contribution (monthly)
 - Employee and Children - \$239.70 cost to employee, \$864.52 employer contribution (monthly)
 - Employee and Family - \$597.70 cost to employee, \$1,222.52 employer contribution (monthly)
- Consumer Directed HealthSelect
 - See Human Resources for more details

Long Term Disability – Premium paid by the College

Life Insurance – Premium paid by the College for up to 2 times employee annual salary, not to exceed \$45,000

- Employee may opt for additional coverage up to 4 times annual salary

Additional Optional Benefits – employee expense

- Dental
- Vision
- Short Term Disability
- AD&D Insurance
- Dependent Life Insurance
- TSA (Tax-Sheltered Annuity)
- Tex-Flex Account – Health Care and Dependent Care
- Charitable Contribution through payroll deduction

Employee Leave

Full Time employees are given 1 sick day per month of employment. For example, 9-Month Faculty are allotted 9 sick days annually, and 12-Month employees are allotted 12 sick days annually. Two of these days can be designated for personal leave. Sick leave is awarded on the 15th of each month.

Employees with 12-Month assignments are allotted 1 vacation day per month for a total of 10 annually. Vacation days are not awarded during the months of July and August. Vacation days are also awarded on the 15th of each month.

Sick leave will accrue year to year but shall not exceed 90 days total. Vacation days are intended to be used during each academic year awarded, but the employee can carry forward up to 5 vacation days into the next academic year with supervisor approval. These carry-over days must be used by December 1st of the following academic year. Exceptions will be made only with administrative approval.

Use of sick and vacation leave shall be done only in 2-hour increments. Vacation time shall be approved prior to time taken.

Faculty on 12-Month assignments will be required to use allotted vacation time during non-instructional days. Exceptions to this can be approved by the Division Dean for those 12-Month Faculty who have extended instructional assignments.

For information on policies for Mental Health and Quarantine Leave for Peace Officers, see policy DEC(LOCAL).

Catastrophic Leave Bank

The College maintains an annual catastrophic leave bank to provide leave to employees for a catastrophic illness or injury that incapacitates an employee and that creates a financial hardship because the employee has exhausted all accumulated leave.

Definition of Catastrophic Leave

A catastrophic illness or injury is an unforeseeable, unexpected, and undesired condition or combination of conditions and their complications. This type of illness or injury is a life-altering event beyond the employee's control and affords little or no opportunity to consider or plan for the event. A catastrophic illness or injury is of such a severe nature that it directly affects the mental or physical health of the employee, to the extent that it requires the services of a licensed health-care practitioner and subsequent hospital admittance, and, as diagnosed by a licensed health-care practitioner, results in the employee's incapacity to perform his or her job functions for a minimum of 30 calendar days. A catastrophic illness or injury forces the employee to exhaust all leave earned by that employee and to lose compensation from the College District. It includes a condition or event that creates a financial hardship for the employee, i.e., for which the employee is not receiving or cannot receive any other financial benefits. Complications resulting from pregnancy shall be treated the same as any other condition. A catastrophic illness or injury shall not affect an employee's rights or benefits under the Family and Medical Leave Act, temporary disability leave, or personal illness leave.

Bank Year

The bank year for the College's catastrophic leave bank is September 1 through August 31.

Full-Time Personnel

Full-time personnel, for purposes of the catastrophic leave bank, means College employees who are eligible to accrue sick and/or vacation leave.

Day

For purposes of the catastrophic leave bank, “day” means an employee workday unless otherwise specified.

Bank Membership

All full-time personnel may become members of the bank. An employee must be a member in order to receive bank leave. Membership is voluntary. An employee’s donation to the bank of leave hours equivalent to one workday of sick leave per bank year shall establish membership in the bank. An employee hired prior to the beginning of the bank year shall enroll and make the minimum donation to the bank by the beginning of each bank year in order to be eligible for bank benefits during that year. An employee hired after the start of the bank year shall have 30 calendar days from the initial date of hire to enroll and make the minimum donation to the bank.

Loss of Bank Membership

An employee shall lose membership in the bank when:

1. Employment with the College District ends through termination or resignation;
2. Membership is canceled by the employee; or
3. The employee has taken a leave of absence as allowed by Board policy.

Bank Leave

The bank begins each bank year with zero leave. Unused bank leave during any given bank year shall not be carried over into the succeeding bank year but, instead, shall be extinguished. The maximum number of bank leave for any given bank year shall not exceed the total number of members in the bank for that year. If all leave donated to the bank for any given bank year is depleted prior to the end of that year, the bank shall terminate for that year. Donated bank leave shall become the property of the College District. Donations shall not be returned, refunded, or reimbursed to the donor member under any circumstances, including, but not limited to, voluntary cancellation of membership in the bank.

Request for Award of Bank Leave

Members shall request in writing an award of bank leave only after all other accumulated leave has been exhausted. Conditional requests for an award of bank leave may be submitted if it is reasonably anticipated that the catastrophic illness will result in the exhaustion of all other accumulated leave. An initial award of leave bank hours up to the equivalent of 30 workdays may be granted for each separate catastrophic illness or injury. If a member fails to recover within the first 30 days, the member may apply for additional bank leave. However, no member shall be eligible for more leave bank hours than the equivalent of 60 workdays for one or more catastrophic illnesses or injuries during a bank year. Additionally, no member shall be awarded more leave bank hours than the equivalent of 60 workdays over one or more bank years for the same catastrophic illness or injury.

Administrative Regulations

Members shall follow regulations promulgated by the administration setting forth the procedures and appropriate forms for enrolling in the bank, canceling bank membership, and requesting an award of bank days.

Catastrophic Leave Bank Committee

The catastrophic leave bank committee shall approve or disapprove all requests for bank leave. The committee shall consist of the Faculty Association President, the Vice President of Administrative Services, the Vice President of Finance, and the Vice President of Instruction. The committee may request that the applicant appear and substantiate the request with pertinent documentation of the catastrophic illness or injury and financial hardship.

Appeal

All decisions regarding the catastrophic leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the College President or designee.

For more information on employee leave, see policy DEC(LOCAL).

Work Calendars

9-Month Faculty	Aug. 14, 2023– May 10, 2024 (Eligible for all scheduled holidays)
12-Month Faculty	Aug. 14, 2023 – August 2, 2024 (Eligible for all scheduled holidays)
11-Month Staff	August 1, 2023 – June 15, 2024 (Eligible for all scheduled holidays)
12-Month Administrative / Office Staff	September 1, 2023 – August 31, 2024 (Eligible for all scheduled holidays, 10 vacation days)
12-Month Facilities and Security Staff	September 1, 2023 – August 31, 2024 (with 16 Paid Holidays, 10 vacation days) <i>Sep. 4, 2023, Nov. 22-24, 2023, Dec. 22-26, 29, 2023, Jan. 1, 15, 2024, Mar. 13-15, 2024, May 27, 2024, Jun. 19, 2024, and Jul. 4, 2024</i>

2023-2024 TC Holidays

Labor Day – September 4, 2023

Thanksgiving – November 20-24, 2023

Christmas – December 19, 2023 – January 1, 2024

MLK Day – January 15, 2024

Spring Break – March 11-15, 2024

Memorial Day – May 27, 2024

Emancipation Day – June 19, 2024

Independence Day – July 4, 2024

2023-2024 Faculty In-service Days

August 14 & 15, 2023*

January 11 & 12, 2024*

Dates subject to change*2023-2024 Graduation Dates**

December 14, 2023*

May 9, 2024*

Dates subject to change*Semester Begin and End Dates**

<u>Term</u>	<u>Begin</u>	<u>End</u>
Fall, 2023	August 16, 2023	December 15, 2023
Workforce Spring, 2024	January 8, 2024	May 10, 2024
Spring, 2024	January 16, 2024	May 10, 2024
LVN & Workforce Summer, 2024	May 13, 2024	August 2, 2024
Summer 1 (5-week), 2024	May 28, 2024	June 28, 2024
Summer 2 (5-week), 2024	July 1, 2024	August 2, 2024

2023-2024 Texarkana College Administrative Pay Categories

	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category P1 – Department / Program Administration</u>	\$55,000	\$71,820	\$85,000
Database Administrator			
Director of Bookstore			
Director of Business Development			
Director of Dual Credit			
Director of Multimedia Production and Services			
Director of Prison Education Program			
Director of Testing Center			
Director of TRIO Programs			
Director of Workforce			

Category P2 – Executive Administration

\$70,000 \$91,630 \$110,000

Chief of Police
 Controller
 Executive Director of Academic Services
 Executive Director of Business Office
 Executive Director of Community and Business Education
 Executive Director of Development and Foundation
 Executive Director of Facility Services
 Executive Director of Financial Aid
 Executive Director of Information Technology
 Executive Director of Institutional Advancement
 Executive Director of KTXK Radio
 Executive Director of President/Board Operations
 Executive Director of Retention, Student Success, and EOC
 Registrar / Executive Director of Enrollment

Category P3 – Dean / Student Administration

\$76,000 \$103,190 \$116,000

Dean of Health Sciences
 Dean of Liberal and Performing Arts
 Dean of Library and Learning Support
 Dean of STEM
 Dean of Students
 Director of Adult Education

Category P4 – Executive Leadership

\$125,000 \$137,770 \$160,000

Vice President of Administrative Services
 Vice President of Campus Operations / Dean of Workforce
 Vice President of Finance
 Vice President of Instruction

2023-2024 Texarkana College Professional and Support Employee Pay Categories

		<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
<u>Category PS1- Campus Security / Facility Services</u>				
	Yearly	\$24,960	\$30,950	\$44,000
Facilities and Security Staff	Hourly	\$12.00	\$14.87	\$21.15
<u>Category PS2 – Office and Program Services</u>				
	Yearly	\$26,000	\$33,470	\$45,000
Administrative Assistant	Hourly	\$12.50	\$16.09	\$21.63
Business Office Staff				
Clerical and Library Staff				
<u>Category PS3 – Business, Campus, and IT Services</u>				
	Yearly	\$30,000	\$42,200	\$56,000
Bookstore and Business Office	Hourly	\$14.42		
Community and Business Education Services				
Employee Benefits				
Institutional Advancement				
KTXK News				
Pinkerton Recreation Center				
Technical Support				

Category PS4 – Instructional and Student Support

Educational Specialist / Career Navigator
 Enrollment Services / Financial Aid / Business
 Lab Assistant - Workforce
 Prison Education Program
 Retention and Recruitment
 Student Counselling

Yearly \$32,000 \$43,580 \$62,000
 Hourly \$15.38

Category PS5 – Police / Facility Services Management

Facilities Supervisor
 Police Officer

Yearly \$47,000 \$53,310 \$65,000

Category PS6 – Program Management

Billing and Grant Coordinator
 Communication / Marketing Coordinator
 Facilities Management
 Librarian
 Payroll Coordinator
 Technology Systems Management

Yearly \$52,000 \$62,830 \$76,000

2023-2024 Texarkana College Part-Time Employee Pay Grades

		<u>Minimum</u>	<u>Maximum</u>
<u>Category PT1 - Part-Time Clerical and Support</u>	Hourly	\$10.00	\$11.99
Office Clerical			
Peer Tutor			
Pinkerton - Reception			
Radio Station			
Security / Facility Services			
Student Workers			
Testing Proctor			
<u>Category PT2 - Part-Time Specialized Support</u>	Hourly	\$12.00	\$16.99
Instructional Lab Assistance			
Office Assistance - Specialized			
Peer (Degreed) and Professional Tutor			
Radio Host - KTXK			
<u>Category PT3 - Part-Time Professional Support</u>	Hourly	\$17.00	\$40.00
Adult Education Instruction			
Advisement/Retention			
Business / Health Professional			
EMT Instructor			
Police Officer / Evening Administrator			
Professional Counselor			
Professional Services			
Substitute Instructor			

**Other Salary or hourly rates may be determined by assignment and approved by the College President or Designee.*

2023-2024 Texarkana College Salary Schedule for 9-Month Faculty**

Years of Completed Experience	Less than Bachelors	Bachelors	Masters	Masters +24	Masters +48	Doctorate
0	34,380	38,960	45,840	48,030	50,210	52,990
1	34,970	39,630	46,620	48,810	50,980	53,770
2	35,560	40,300	47,410	49,600	51,770	54,560
3	36,150	40,970	48,200	50,390	52,570	55,350
4	36,750	41,650	49,000	51,190	53,370	56,140
5	37,350	42,330	49,790	51,980	54,160	56,930
6	37,940	43,000	50,590	52,770	54,950	57,730
7	38,540	43,680	51,380	53,570	55,750	58,530
8	39,130	44,350	52,170	54,360	56,540	59,320
9	39,720	45,020	52,960	55,160	57,330	60,110
10	40,320	45,700	53,760	55,950	58,150	60,910
11	40,900	46,400	54,530	56,700	58,950	61,700
12	41,500	47,050	55,300	57,450	59,700	62,500
13	42,050	47,650	56,000	58,200	60,400	63,200
14	42,550	48,230	56,700	58,920	61,100	63,880
15	43,000	48,730	57,330	59,520	61,700	64,480
16	43,450	49,240	57,930	60,120	62,290	65,070
17	43,890	49,750	58,530	60,710	62,890	65,660
18	44,340	50,250	59,120	61,300	63,480	66,260
19	44,780	50,750	59,710	61,900	64,070	66,850
20	45,090	51,100	60,120	62,290	64,470	67,250
21	45,390	51,450	60,520	62,690	64,870	67,650
22	45,700	51,790	60,930	63,090	65,270	68,050
23	46,000	52,140	61,480	63,480	65,660	68,440
24	46,000	52,140	61,480	63,880	66,060	68,840
25	46,000	52,140	61,480	64,280	66,450	69,230
26	46,000	52,140	61,480	64,670	66,850	69,630
27	46,000	52,140	61,480	65,070	67,250	70,030
28	46,000	52,140	61,480	65,470	67,650	70,420
29	46,000	52,140	61,480	65,910	68,050	70,820
30	46,000	52,140	61,480	66,360	68,440	71,220
31	46,000	52,140	61,480	66,800	68,840	71,610
32	46,000	52,140	61,480	67,310	69,240	72,010
33	46,000	52,140	61,480	67,310	69,640	72,410
34	46,000	52,140	61,480	67,310	70,030	72,800
35+	46,000	52,140	61,480	67,310	70,440	73,170

**Faculty advisors will receive an additional \$500 annually for advising.

2023-2024 Texarkana College Salary Schedule for 12-Month Faculty**

Years of Completed Experience	Less than Bachelors	Bachelors	Masters
0	45,840	51,950	61,120
1	46,620	52,840	62,160
2	47,410	53,730	63,210
3	48,200	54,630	64,270
4	49,000	55,530	65,330
5	49,790	56,440	66,390
6	50,590	57,330	67,450
7	51,380	58,240	68,510
8	52,170	59,130	69,560
9	52,960	60,030	70,610
10	53,760	60,930	71,680
11	54,500	61,870	72,710
12	55,300	62,730	73,730
13	56,000	63,530	74,670
14	56,700	64,310	75,600
15	57,330	64,970	76,440
16	57,930	65,650	77,240
17	58,530	66,330	78,040
18	59,120	67,000	78,830
19	59,710	67,670	79,610
20	60,120	68,130	80,160
21	60,520	68,600	80,700
22+	60,930	69,050	81,240

Years of service for 9- and 12-month Faculty will be awarded as follows:

- Teaching at the College level (Texarkana College or other higher education institution) will accumulate exact years of service without limit. Assignment must be full-time equivalent.
- Teaching in the public schools (K-12) will award 1 year of service for every two years of teaching. The maximum is 5 years of service that can be accumulated. Assignment must be full-time equivalent.
- Full-Time work experience that directly relates to the instructor's teaching assignment will award 1 year of service for every two years of work experience. The maximum is 5 years of service that can be accumulated.

Each of the three areas listed above will be combined for total years of service.

Administrative exceptions to these criteria can be considered by the College President or Designee.

**Faculty advisors will receive an additional \$500 annually for advising.

2023-2024 Texarkana College Adjunct / Overload Course Pay

1-hr credit courses (standard)	600
1-hr credit courses (exceptions)	
PHED 1-hr courses	800
DRAM 11xx, 21xx	1,600
2-hr credit courses (standard)	1,200
3-hr credit courses (standard)	1,800
3-hr credit courses (exceptions)	
CDEC 1317, 2322, 2324	2,000
ACNT 1311	2,200
ARTC, ARTS (not ARTS 1301)	2,200
Computer courses (not ITNW 1351)	2,200
DRAM 1330, 1351, 1352	2,200
CDEC 1313	2,400
4-hr courses (standard)	2,400
4-hr courses (exceptions)	
ITCC	3,000
MATH 1442	3,000
Science courses	
lecture	1,800
lab (3 hrs)	1,200
lab (4 hrs)	1,600
Music Instruction (MUAP, MUEN)	Per Student

<u>Health Sciences Clinical pay</u>	M	B
VN 1st Semester Clinical (256 CH)	10,240	8,960
VN 2nd Semester Clinical (192 CH)	7,680	6,720
VN 3rd Semester Clinical (256 CH)	10,240	8,960
ADN 1st Semester Clinical (144 CH)	5,760	5,040
ADN 2nd Semester Clinical (192 CH)	7,680	6,720
ADN 3rd Semester Clinical (192 CH)	7,680	6,720
ADN 4th Semester Clinical (256 CH)	10,240	8,960
ADN Transition Clinical (64 CH)	2,560	2,240
ADN Tran. Clinical/Theory (144 CH)	5,760	5,040
B=Less than Masters Degree	M=Masters Degree	
LLB courses are paid based on weekly contact hours (time spent in class)		
Courses not included on this list will be paid with consideration to SCH and contact hours.		
All TC Course Rates are based on the minimum class size (12 students). Courses that do not meet the minimum criteria will be prorated on a per-student basis.		
<u>Example</u> : the per-student rate for a 3CH course is $1800/12 = 150$.		
<i>Administrative exceptions to these criteria can be considered by the College President or Designee.</i>		