

**TEXAS STATE TECHNICAL COLLEGE  
COLLEGE OPERATING PROCEDURE**

**7.32**

<b>CAMPUS:</b>	<b>Marshall</b>	<b>Page 1 of 4</b>
<b>TITLE:</b>	<b>Establishment of Contracted Exit Points and Modified Exit Points</b>	
<b>OFFICE OF RESPONSIBILITY:</b>	<b>Instructional Services</b>	
<b>APPROVED BY:</b>	<b>Dr. J. Gary Hendricks</b>	
<b>TITLE:</b>	<b>President</b>	<b>Date: February 22, 2006</b>

**STATUS:** Replaces Policy and Procedures 7.32, "Establishment of Contracted Exit Points and Modified Points" approved 4/20/93  
Revised: 12/11/00  
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Revised: 02/22/06

**PRACTICE:** It is the practice of Texas State Technical College Marshall that:

- A. The President may approve contracted exit points from instructional departments when all of the following conditions are met:
1. The training is justified by a need of the business/industry.
  2. The needed training is not defined by a curriculum or exit point -currently approved by the Texas Higher Education Coordinating Board.
  3. The training is to be provided by regular instructional department courses.
  4. The contracted exit point is for potential students not currently enrolled in the college.
- B. The President may approve modified exit points when all the following conditions are met:
1. The training is justified by a need of business/industry.

2. The needed training is not defined by a curriculum or exit point currently approved by the Texas Higher Education Coordinating Board.
3. The training is to be provided by regular instructional department courses.
4. The modified exit point is for a special needs student with required accommodation(s).
5. Establishment of contracted exit points and modified exit points follows the guidelines determined by the Board of Regents, if any.

**PROCEDURES:**

A. Contracted Exit Points:

1. All requests for instructional activities appearing to fall under the terms of this practice are forwarded to the Vice President of Student Learning.
2. The Vice President of Student Learning reviews the request to determine its feasibility and the instructional departments involved.
3. The Vice President of Student Learning appoints the Coordinator of Curriculum to work with the Program Chair of the appropriate department and other personnel to develop a proposed contracted exit point.
4. The proposed contracted exit point is forwarded to the Vice President of Student Learning.
5. With the Vice President of Student Learning's approval, the Coordinator of Curriculum prepares a training agreement that may include the following:
  - a. Synopsis of proposal
  - b. Objective of training
  - c. Exit point requirements
  - d. Dates of terms
  - e. Budgeted Costs
  - f. Cost recovery
  - g. Signature page
  - \*h. Scholastic standards and student conduct
  - \*i. Room and board
  - \*j. Transportation
  - \*k. Insurance
  - \*l. Textbooks
  - m. Optional

6. The Vice President of Student Learning reviews the request and forwards it to the President if recommended for approval.
7. The President reviews the request and returns it to the Vice President of Student Learning with a signed approval or disapproval.
8. The Vice President of Student Learning returns the request to the Coordinator of Curriculum.
9. The Coordinator of Curriculum informs all parties involved concerning the disposition of the request.
10. Admissions and Records Office reports graduates of contracted exit points on the CB001 Report.

B. Modified Exit Points:

1. Before or after enrollment, a special needs student with accommodation(s) may be reported as having substantial limitations to one or more major life activities that would prevent the successful completion of all requirements in the curriculum of a department. It may also be determined that the student may develop employable skills by completing modified objectives for courses in the curriculum.
2. All requests for department activities related to the terms of this practice are forwarded to the Vice President of Student Learning.
3. The Vice President of Student Learning reviews the request with the appropriate Program Chair, identifying the accommodation status of the student.
4. The Coordinator of Curriculum works with the department chair of the appropriate department and other personnel to develop a proposed modified exit point.
5. The proposed modified exit point is forwarded to the Vice President of Student Learning.
6. The Vice President of Student Learning reviews the request and forwards it to the President if recommended for approval.
7. The President reviews the request and returns it to the Vice President of Student Learning with a signed approval or disapproval.

8. The Coordinator of Curriculum informs all parties, involved concerning the disposition of the request.
9. Admissions and Records Office reports graduates of modified exit points on the CB001 Report.