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Admissions Policy Statement

It shall be the policy of Trenholm State Technical College to admit all students who meet the established admission criteria on a first-come, first-served basis. Admission decisions will be made without regard to an applicant's race, color, disability, sex, religion, creed, national origin, or age. This policy grants admission to first-time college students, transfer students, transient students, audit students, accelerated high school students, and international students, as well as students seeking readmission.

Time of Admission

Students may enter the college at the beginning of each term: Fall (August), Spring (January), or Summer (May). Prospective students are encouraged to apply for admission to the college well in advance of the term for which they wish to enroll.

Admission Application Procedures

All applicants must provide the following documents, when applicable, as a condition of admission to Trenholm State Technical College:

- A completed application for admission, which requires proof of residency. Applications can be obtained from the Office of Student Services and should be returned in person. **DO NOT SEND APPLICATIONS THROUGH THE MAIL.**
- An **OFFICIAL** high school transcript, and/or GED scores, and/or college transcript(s). In order to be official, transcripts must be mailed directly from another school to Trenholm State Technical College. Transcripts hand delivered by applicants are not considered to be official.
- Proof of registration for Selective Service for males 18-26 years of age.
- Placement Assessment scores. The Placement Assessment is designed to ensure proper course enrollment in math, English, and reading. The Placement Assessment is required before a student will be allowed to enroll in any general education course. Many applicants need developmental courses in order to be successful in college level courses. The following applicants are **exempt** from taking the Placement Assessment:
 - Students who are within three years of high school graduation and have taken the ACT or SAT with the following minimum scores: ACT English-20 and ACT math-20 or SAT Verbal-480 and SAT math-526;
 - Students who have an associate degree or higher;
 - Students who transfer degree-creditable college-level English or mathematics courses with a grade of "C" or better (pending evaluation of official transcript(s));
 - Senior citizens, undeclared, other non-award seeking majors who are taking classes for avocational reasons only;
 - Students who have completed required developmental coursework at another Alabama College System institution within the last three years;

- Students who can provide documentation of assessment with the COMPASS or ASSET taken at another Alabama College System institution within the last three years;
- Audit students, transient students, and dually enrolled high school students in English or math

Students who do not take the algebra portion of the Placement Assessment will be required to complete MAH-091, Developmental Algebra I, if applicable.

Those who wish to repeat the Placement Assessment must wait a minimum of six weeks and receive written permission from the Office of Student Services. Each section of the Placement Assessment may be repeated only once.

A schedule of dates and times the Placement Assessment will be given can be obtained from the Office of Student Services. Students must make an appointment to take the assessment. Placement Assessment results are a prerequisite for initial enrollment in all general education courses.

Any questions about the Placement Assessment or other admission requirements should be directed to the Office of Student Services at 420-4300.

First-Time College Students

Applicants who have not previously attended any regionally or nationally accredited postsecondary institution will be considered first-time college students or “native” students.

The college may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability-to-benefit.

Admission to Pursue Certificate within a Non-Degree Program

Students who do not have a high school diploma or GED may be admitted to Non-Degree Programs to pursue Regular Certificates or Specialized Training Certificates. They may enroll in any technical course for which they meet the prerequisite provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon recommendation of the local superintendent) and have specifically documented ability-to-benefit. The student may not enroll in courses for which prerequisites have not been met.

Admission to Pursue a Specialized Training Certificate in Truck Driving

To be eligible for admission to pursue a Specialized Training Certificate in Truck Driving, a student must provide the following documentation at the time of registration:

- Completed Application for Admission, which includes Proof of Residency.
- Department of Transportation (DOT) Physical, which indicates no physical or mental limitations which could impair your ability to drive a truck. The physical must be dated within two (2) years of your registration date and must be documented on the proper DOT physical form.
- Drug Screen, which indicates negative results. The drug screen must be dated within 30 days of your registration date and the results should be mailed to the college.

- Motor Vehicle Report (MVR), which may be obtained from the Department of Public Safety, 500 Dexter Avenue, Montgomery, AL 36104. The MVR must be dated within 30 days of your registration date.
- Current Driver's License.

The cost of tuition and fees, which is due at the time of registration, is \$1,170.00 for Alabama residents. This amount includes tuition and fees for 15 credit hours, \$1,140.00, plus a \$30 lab fee. It is also the student's responsibility to pay all costs related to the DOT physical and drug screen.

Students enrolled in the Truck Driving program are subject to random drug testing.

Admission to Pursue an Associate Degree, Regular Certificate, or Specialized Training Certificate within a Degree Program

To be eligible for admission to pursue an Associate Degree, Regular Certificate within a Degree Program, or Specialized Training Certificate within a Degree Program, a student must meet one of the following criteria:

- The student holds The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public, regionally, and/or state accredited high school; or
- The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
- The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- The student holds a GED Certificate issued by the appropriate state education agency.

a Unconditional Admission of First-Time College Students

For unconditional admission, applicants must have on file at the college a completed application for admission and at least one of the following:

- An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public, regionally and/or state accredited high school; or
- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
- An official transcript showing graduation from high school with the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- An official GED Certificate.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended).

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

b. Conditional Admission of First-Time College Students

Conditional admission may be granted to an applicant who does not have on file at the college at least one of the following:

- An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a regionally and/or state accredited high school; or
- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
- An official transcript showing graduation from high school with the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- An official GED Certificate.

If all required admissions records have not been received by the college prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Dual Enrollment/Dual Credit for High School Students

Institutions within the Alabama College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the college service area. Courses offered by postsec-

ondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institution, or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- The student must meet the entrance requirements established by the institutions of postsecondary education;
- The student must have a “B” average in completed high school courses;
- The student must have written approval of the appropriate principal and the local superintendent of education;
- The student must be in grade 10, 11, or 12, or have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17, regarding gifted and talented students.
- Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education.
- Students enrolled in courses offered during the normal high school day, on or off the high school campus, shall have prior permission of the student’s principal, superintendent and the participating postsecondary institution president.
- Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
- Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

Transfer Students

Applicants who have previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Transfer students must also provide other admission documents as required for first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as “degree-eligible” students. Transfer students who do not meet these requirements shall be classified as “non-degree-eligible” students.

Unconditional Admission of Transfer Students

- For unconditional admission, transfer students must have submitted to the college an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the institution, any other documents required for first-time college students.
- A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the college as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the

credit earned at the college will be accepted as a part of the student's academic program. Such a student is not required to file transcripts of previously earned credits at other postsecondary institutions.

- Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission. **NO TRANSFER STUDENT SHALL BE ALLOWED TO ENROLL FOR A SECOND TERM UNLESS ALL ADMISSIONS RECORDS HAVE BEEN RECEIVED BY THE COLLEGE PRIOR TO REGISTRATION FOR THE SECOND TERM.**

If all required admissions records have not been received by the college prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS**. This notation will be removed from the transcript only upon receipt of all required admissions records.

Initial Academic Status of Transfer Students

- A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status. A transfer student who is admitted on **Clear** academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary institutions are not included in the GPA calculation.
- A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read **ADMITTED ON ACADEMIC PROBATION**. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the institution, the Cumulative GPA at the institution is below 1.5, the student is suspended for one term. The transcript will read **SUSPENDED--ONE TERM**.
- If, at the conclusion of the term in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student's status is **Clear**.
- Applicants who have been suspended from another regionally or Council on Occupational Education accredited postsecondary institution for academic reasons will not be considered for admission except upon appeal to the Trenholm State Technical College Admissions Committee, whether or not the suspension has been served. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read **ADMITTED UPON APPEAL--ACADEMIC PROBATION**.

General Principles for Transfer of Credit

- Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- Courses completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer *as potentially creditable toward graduation requirements*. Higher grades may be required by the college for selected courses provided the higher grades are also required in said courses for native students. Transfer students admitted on academic probation will have course grades of "C" or better only accepted for transfer.
- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative GPA of 2.0 or above, the "D" grade will be accepted the same as for native students.
- Transfer credit should be evaluated during the first term of enrollment.
- Awarding of transfer credit to fulfill graduation requirements will be based on the applicability of the credits to the requirements of the degree sought.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See section on Alternative Sources of Credit).
- Courses completed at Trenholm State Technical College will generally transfer to other technical colleges and to the technical divisions of community colleges. Courses will not usually transfer to the academic divisions of community colleges or to four-year colleges and universities. However, the decision on the acceptance of transfer courses always rests with the receiving institution. All requests concerning transfer courses should be directed to the institution to which a student plans to transfer.

Credit for Prior Learning

General Information

It is the philosophy of H. Council Trenholm State Technical College that a student should not be required to repeat a learning experience for knowledge or skills currently possessed by the student. Therefore, if prior learning can be appropriately documented the student may be awarded credit or advanced placement.

Students who believe they have already mastered the material of a particular course may request an evaluation for alternative credit. To be eligible for an alternative source of credit, a student must be

currently enrolled at H. Councill Trenholm State Technical College. In order to request an evaluation for alternative credit, a student must complete the "Alternative Credit Approval" form. This form can be obtained in the office of Student Services. A letter grade will not be assigned for alternative credit, and the course(s) will not be included in calculating the student's grade point average. Alternative credit awarded by H. Councill Trenholm State Technical College may not be transferable to another college or university. The maximum number of credit hours awarded from alternative sources of credit may not exceed fifty percent (50%) of the total program credit hour requirements.

Tech Prep Articulation

H. Councill Trenholm State Technical College participates with Autauga, Bullock, Butler, Elmore, Macon, Montgomery and Pike County School systems and the Tallahassee City School System in a Technical Preparation Consortium. Articulation agreements may also exist with other school systems. High school graduates who have grades of "A" or "B" in specific occupational programs and have fulfilled all requirements of the Tech Prep Articulation Agreement may be eligible for college course credit. Credit awarded through an articulation agreement will be indicated on the student's transcript as "TP." For specific information on Tech Prep Articulation, contact one of the Tech Prep Coordinators: Angela Sharpe on the Trenholm campus at (334) 420-4334 or Jerry Joyce on the Patterson campus at (334) 420-4290. See page 28 for a list of programs with articulation agreements.

CLEP

H. Councill Trenholm State Technical College accepts credit earned from the College Level Examination Program (CLEP) provided that there is a course equivalent in the student's program major. Credit will be indicated on the student's transcript as "EC" (exemption/CLEP). A listing of minimum acceptable CLEP scores is available in the office of Student Services. H. Councill Trenholm State Technical College does not administer CLEP tests.

DANTES

Credit may be granted for any military service school or for any USAFI/DANTES (Defense Activity for Non-Traditional Education Services) subject test that has been satisfactorily completed and is determined to have a course equivalent in the student's program major. Credit will be indicated on the student's transcript as "ED" (exemption/DANTES). Additional information on DANTES credit is available from the office of Student Services.

Advanced Placement

Advanced course placement or college credit may be awarded in specific subject areas for successful completion of Advanced Placement examinations administered to high school students by the College Entrance Examination Board. With a score of three (3) or higher, a student may receive credit for a course in the subject area corresponding to the test. A maximum of 30 credit hours may be awarded for Advanced Placement. Credit will be indicated on the student's transcript as "EA" (exemption/advanced placement). Additional information on advanced course placement is available in the office of Student Services.

Credit by Department Examination

Many theory courses are available for credit by department examination. Credit by examination requires the approval of the instructor of the particular course and the Dean of Instruction. The following guidelines apply to the granting of credit by examination:

- Not all courses are available for credit by examination. See an instructor within the department for a list of courses available for credit by examination.
- Students may not receive credit by examination for a course they have previously audited or for which they have received a grade other than a "W" (Withdraw). In addition, they may not receive credit by examination for a course if they have earned credit for an equivalent or more advanced course. Developmental courses are not eligible for credit by examination.
- A student is eligible to attempt credit by examination for any particular course only once.
- If a CLEP test is available for a particular course, credit by department examination will not be given.
- If a course has a theory and a lab/clinical component, a student must pass a written test and a performance test to receive credit by examination. A student must first pass the written exam before being allowed to take the performance component.
- A \$45.00 non-refundable fee must be paid per written examination at the time the request is made for credit by examination. The cost for the performance exam will vary depending on the supplies necessary for completing the exam.
- A grade of 75% must be achieved on the test in order to be awarded credit by examination.
- The maximum number of credit hours that may be earned by credit by examination is twenty-five percent (25%) of the credit hour requirements for any program of study. Credit will be indicated on the student's transcript as "CR."
- A Prior Learning Assessment (PLA) certified assessor will administer all written exams and some performance exams. The form of the examination, the method of administering it, and the time requirements for the examination are left to the discretion of the course instructor and/or the department from which credit is being sought.

Industry-Recognized Credentials

Credit may be awarded for prior learning that has been verified and assessed through an industry-recognized credentialing process. Individual occupational departments may identify specific licensure or certification that will be accepted for course credit. The departmental faculty and the Dean of Instruction will establish specific course credits to be awarded for specific industry credentials. The department must verify the credentials of the student requesting credit and attach appropriate documentation for review by the Dean of Instruction. There is no fee for evaluation of industry-recognized credentials.

Portfolio Review

The request for credit by portfolio review will be evaluated by a Prior Learning Assessment (PLA) certified assessor and a department advisor to determine if the student has sufficient experiences to be eligible for the credit being sought.

Upon recommendation to the Dean of Instruction, a faculty committee will be assigned to provide assistance to the student in the gathering and preparing of supporting evidence for the portfolio. The faculty committee and a PLA certified assessor will evaluate the student's portfolio, conduct an interview with the student and recommend action on the request for credit. Final approval for the awarding of credit by portfolio review rests with the Dean of Instruction. The student portfolio must contain the following:

- Title page
- Detailed outline or table of contents
- Course outline(s) for the course(s) credit is requested

- Detailed resume to include education, employment history, continuing education units, professional activities, association memberships, civic and social activities, and honors
- Narrative to be typed in manuscript style with a detailed explanation of activities listed in the resume and description of theoretical and applied knowledge as it relates to the specific course outcomes
- Verification to include documents such as transcripts, professional certificates, CEUs, letters of reference from employers and colleagues, professional evaluations, testimonials, job position descriptions, products of professional activities, and other pertinent documentation

The following guidelines apply to the granting of credit for prior learning:

- The portfolio process must be started before midterm of the student's first semester.
- A student is eligible to apply for credit for prior learning only once.
- Students may not receive credit for prior learning for a course they have previously audited or for which they have received a grade. In addition, they may not receive credit for prior learning for a course if they have earned credit for an equivalent or more advanced course.
- A \$75.00 non-refundable portfolio assessment fee must be paid upon recommendation of the Dean of Instruction that a faculty committee be established to evaluate the student's portfolio.
- The maximum credit that may be awarded for prior learning is twenty-five percent (25%) of the technical credit hour requirements for any program of study. Credit will be indicated on the student's transcript as "EL" (exemption/life experiences).
- The portfolio review process will not be available for any course for which credit by examination is available.

International Students

Prior to being issued an I-20 form, international students must present the following items to Trenholm State Technical College:

- An official translated copy of the student's high school transcript (and college transcript(s), if applicable);
- Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL);
- Signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college;
- Documentation demonstrating adequate health and life insurance which must be maintained during all periods of enrollment; and
- College application for admission.

Students from a country where English is the native language or students who have successfully completed a college-level English course may be exempt from the TOEFL requirement. A student who wishes to transfer from another college or university in the United States must submit a transfer clearance form/letter from the institution where the student was last enrolled.

Transient Students

Transfer students who attended another postsecondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. Students must submit an application for admission and a letter or transient permission form from the parent institution which certifies that the credits they earn at Trenholm State Technical College will be accepted as part of their academic program. The official letter or transient permission form must be properly signed by the dean, registrar, or advisor at the parent institution and must contain the specific Trenholm State Technical College course(s) students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other postsecondary institutions.

Audit Students

Students may apply for admission to credit courses on a non-credit or audit basis. Applicants must meet all applicable admission requirements. Standards of performance for each class will be defined by the individual instructor. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from **CREDIT** to **AUDIT** or from **AUDIT** to **CREDIT** only during the official drop/add period of each term.

Non-Credit Students

An applicant enrolling exclusively in non-credit courses may be granted admission, and will be exempt from filing any of the documents, transcripts, and related materials.

Readmission

Students returning to Trenholm State Technical College after a break in enrollment of more than one term are required to update admissions information in the Office of Admissions. In addition, returning students must submit official transcripts from all regionally accredited postsecondary institutions attended since the last date of attendance at Trenholm State Technical College.

Students are subject to fulfilling the requirements of the curriculum that is current at the time of readmission.

Registration

Registration for classes is held on designated dates prior to the beginning of each term. All new students must begin the registration process in the Office of Admissions. Students will be given the appropriate registration material and will sign an Admission Agreement Form. Students will meet with an instructor from the department of their major for advising. Instructors will assist students in selecting classes and completing a Course Registration Request Form.

It is the student's responsibility to make sure that courses are taken in the proper sequence and that any required pre-requisite courses have been completed before registering for a higher level course. The student is also responsible for taking courses appropriate to his/her program.

Late Registration

Any registration which is completed after the beginning of classes is considered late. Late registration is permitted during a designated period with the payment of a non-refundable \$25.00 late fee.

Every effort should be made to avoid late registration. Many courses may be full at this time and it may be difficult to cover any missed material.