

catalog **2008-2009**



The **ACC Advantage**

Alvin Community College



ALVIN COMMUNITY COLLEGE

General Catalog for 2008-2009

Volume 59, No. 1 • August 2008

Alvin Community College is Accredited by:

Commission on Colleges of the
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number:404-679-4501
to award associate degrees and certificates.

Also Approved and Accredited by:

Texas Higher Education Coordinating Board,
Texas College and University System

Member:

- American Association of Community and Junior Colleges
- Association of Community College Trustees
- Gulf Coast Intercollegiate Council
- National Institute for Staff and Organizational Development
- National Junior College Athletic Association
- Region XIV Athletic Conference
- Texas Community College Teachers Association
- Texas Association of Community Colleges

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, handicap, age, national origin, or veteran status.

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2007 fall semester.

Interpretation of Catalog

The administration of Alvin Community College acts as final interpreter of this catalog and all other college publications. The College may change requirements, regulations, as necessitated by college or legislative action. For the purpose of administering the College, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog.

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ACADEMIC CALENDAR

FALL SEMESTER 2008

Apr 22-Aug 21	Fall Registration
Jul 26	THEA Test
Jul 31	New Student Orientation
Aug 20	Faculty/Staff Workshop
Aug 21	Payment deadline
Aug 22-25	Late registration and schedule changes
Aug 25	Audit registration
Aug 25	Classes begin
Aug 30	Weekend classes begin
Sep 1	Labor Day Holiday
Sep 10	Census date
Oct 18	THEA Test
Oct 20	Deadline-December graduation
Oct 27-Jan 15	Spring 2009 -Registration
Nov 17	Withdraw deadline
Nov 26-30	Thanksgiving Holidays
Dec 5	Weekday Classes end
Dec 6	Weekend Classes end
Dec 8-13	Finals
Dec 12	New Student Orientation - Spring 2009
Dec 15	Grades due-all classes 9am
Dec 17-Jan 4	Winter Break-College closed (except for 3-Week Mini)

8-Week Fall Mini Semesters

First 8-Weeks

Apr 22-Aug 21	Registration
Aug 22-25	Late registration
Aug 25	Classes begin
Sep 2	Census Date
Oct 1	Withdraw Deadline
Oct 14	Classes end/finals
Oct 15	Grades due 9am

Second 8-Weeks

Sep 18-Oct 15	Registration
Oct 16	Classes begin
Oct 16	Late registration
Oct 23	Census Date
Nov 21	Withdraw Deadline
Dec 9	Classes end/finals
Dec 11	Grades due 9am

Three (3) Week Mini Semester

Nov 19-Dec 21	Registration
Dec 22	Classes Begin
Dec 22	Late Registration
Dec 23	Census Date
Jan 5	Withdraw Deadline
Jan 9	Classes end/Finals
Jan 12	Grades due 9am

Spring Semester 2009

Oct 27-Jan 8	Spring Registration
Dec 17-Jan 4	Winter Break-College closed
Jan 5	College reopens
Jan 8	Payment deadline
Jan 9-15	Late Registration and schedule changes
Jan 14	Classes begin
Jan 19	Martin Luther King, Jr. Day - College closed
Jan 30	Census date
Feb 20	TCCTA Convention
	No day classes on Friday. Weekend classes (Fri. eve., Sat., Sun.) will meet. Offices close 12 noon, Friday
Mar 9	Deadline -May Graduation
Mar 16-22	Spring Break-College closed
Apr 10-13	Spring Holiday-College closed (Monday night classes WILL meet)
Apr 14-Jun 4	Summer One & 11 Week - Registration
Apr 14	Withdraw deadline
Apr 25	THEA Test
Apr 27	Awards Day
May 1	Classes end
May 2-8	Finals
May 7	ADN Pinning Ceremony
May 11	Grades due-all classes, 9am
May 12	Commencement
May 15	4 Day Week begins
May 18	TDCJ Graduation
May 20	GED Commencement

8-Week Spring Mini Semesters

First 8-Weeks

Oct 27-Jan 8	Registration
Jan 9-15	Late registration
Jan 14	Classes begin
Jan 22	Census Date
Feb 17	Withdraw Deadline
Mar 6	Classes end/Finals
Mar 9	Grades due 9am

Second 8-Weeks

Mar 12	Classes begin
Mar 12	Late registration
Mar 26	Census Date
Apr 27	Withdraw Deadline
May 8	Classes end/Finals
May 11	Grades due 9am

Three (3) Week Mini Semester

April 14-May 17	Registration
May 18	Classes begin
May 18	Late Registration
May 19	Census Date
May 26	Withdraw Deadline
Jun 3	Classes end/Finals
Jun 4	Grades due 9am

Summer 2009

Summer One and 11 Week

Apr 14-Jun 4	Summer One and 11-Week Registration
May 25	Memorial Day Holiday
Jun 4	Payment deadline
Jun 5 - 9	Late registration and schedule changes
Jun 9	Classes Begin
Jun 15	Census date - Summer One
Jun 22	Census date - 11-Week
Jun 27	THEA Test
Jun 22	Deadline - August graduation
Jun 25	Withdraw Deadline - Summer One
Jul 13	Summer One Classes end / Finals
Jul 14	Grades due 9am

Summer Two and 11 Week

Jul 14	Registration
Jul 15	Classes Begin
Jul 15	Late registration & schedule changes
Jul 21	Census date - Summer Two
Jul 25	THEA Test
Aug 3	Withdraw Deadline - 11 Week & Summer Two classes
Aug 12	11 Week Classes end
Aug 13-19	Finals-11-Week Classes
Aug 14	Last Friday offices are closed
Aug 18	Summer Two Classes end/Finals
Aug 20	Grades due - 11 Week and Summer Two Classes

CONTINUING EDUCATION

Continuing Education Course Registration is conducted on a daily basis. For course offerings contact 281-756-3787

Alvin Community College Phone Listing

281-756-3500 (For numbers not listed)

*Area Code is (281) for all telephone numbers

Administrative Offices



President	756-3598
Assistant to the President/Executive Director of Development	756-3600
Dean of Academic Programs	756-3718
Dean of Financial & Administrative Services	756-3594
Dean of Instruction, Technical Programs, Provost	756-5601
Dean of Pearland Center	756-3990
Dean of Continuing Education	756-3789
Dean of Students	756-3517
Division Chair of English & Fine Arts	756-3612
Division Chair of Social Sciences	756-3734
Division Chair of Math & Sciences	756-5665
Division Chair of Technical Division I	756-3782
Division Chair of Technical Division II	756-3642
Division Chair of Technical Division III	756-5660
Director of Information Technology	756-3536
Director of Admissions/Academic Advising	756-3531
Director of Fiscal Affairs/Comptroller	756-3509
Director of Learning Lab	756-3556
Director of Marketing & Communications	756-3567
Director of Human Resources	756-3639
Director of Physical Plant	756-3583
Director of Institutional Effectiveness/Research	756-3663
Director of Athletics	756-3691

Departmental and Staff Offices

Academic Enhancement Center	756-3565
Accounting	756-3660
Admissions/Academic Advising	756-3531
Agriculture	756-3749
Art	756-3605
Biology	756-5665
Business Programs	756-3660
Business Office/Cashier	756-3516
Campus Café	756-3679
Career Planning and Placement	756-3531
Campus Police	756-3700
Center for Professional & Workforce Development	756-3789
Chemistry	756-5665
Child Development Laboratory School	756-3644
Child Development/Early Childhood	756-3644
Communications	756-3765
Computer Science	756-3782
Continuing Education Office	756-3787
Court Reporting	756-3757
Criminal Justice	756-3951
Culinary Arts	756-3949
Diagnostic Cardiovascular Sonography	756-5650
Distance Education	756-3728
Drafting Technology	756-3784
Drama	756-3607

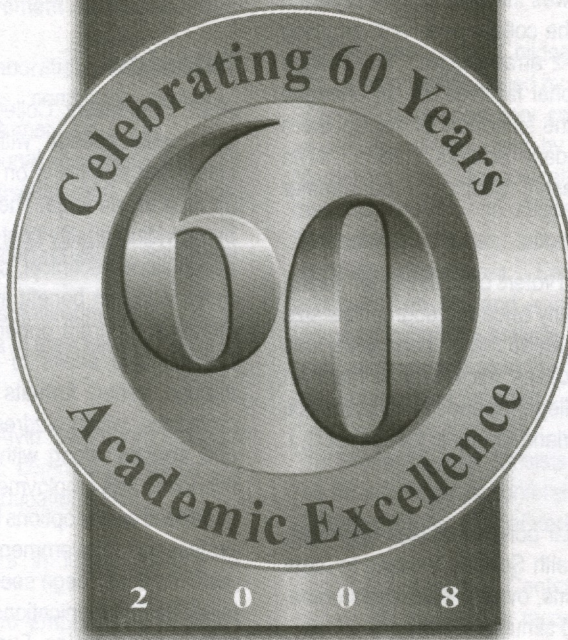
Emergency Medical Technology	756-3650
English	756-3711
Financial Aid Office	756-3524
Fitness Center	756-3691
Foreign Language	756-3709
Geology	756-5665
Honors Program	756-3736
Information Technology	756-3536
International Students	756-3531
KACC Radio-TV	756-3765
Learning Lab	756-3566
Library	756-3559
Management Development	756-3812
Marketing	756-3550
Mathematics	756-3705
Media Center	756-3567
Mental Health / Addiction Counseling	756-3652
Music	756-3587
Nursing	756-3634
Office Administration	756-3810
Off-Campus Housing Information	765-3531
Paralegal	756-3642
Pearland Center	756-3900
Physical Plant Operations	756-3583
Physics	756-5665
Polysomnography	756-5655
Process Technology	756-3785
Public Relations Office	756-3600
Reading	756-3556
Registrar's Office	
Admission & Enrollment Application Status	756-3507
FAX	756-3834
Graduation/Transfer Evaluation	756-3506
Transcript Service	756-3502
Respiratory Care	756-5660
ROTC	
Air Force Science	UH 713-743-3703
Army	UH 713-743-3880
Social Sciences	756-3734
Speech	756-3607
Sports & Human Performance	756-3696
Student Activities Office	756-3686
Student Employment	756-3560
Technical Programs	756-5601
Testing Center	756-3526
Theater Box Office	756-3609
Upward Bound Program	756-3849
Veteran's Certification Services	756-3531
Vocational Nursing	756-5631
Welding	756-3671

Services for Students with Disabilities

 Voice	756-3531
 TDD	756-3845

ALVIN COMMUNITY COLLEGE

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History of Alvin Community College... The Alvin Community College District was approved by the voters of the Alvin Independent School District in November 1947...

1948 - The Alvin Community College District was approved by the voters of the Alvin Independent School District in November 1947... 1950 - The Alvin Community College District was approved by the voters of the Alvin Independent School District in November 1947...

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History

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the College was administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax district, and College Board were established to assume the management, control, and operation of a newly created Alvin Junior College District.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an \$8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland.

In the Spring 2005, a 19.9 million dollar bond issue was approved, providing funds for a new Science/Health Science Building to meet the needs of expanding health programs, overcrowded classrooms, and provide up to date technology and simulation labs.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

Mr. A.G. Welch	1949-1954
Dr. A.B. Templeton	1954-1964
Mr. D.P. O'Quinn	1964-1971
Dr. T.V. Jenkins	1971-1976
Dr. A. Rodney Allbright	1976 to present

Philosophy

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

Mission

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students. The College seeks to implement its philosophy by providing quality post-secondary educational services (including occupational/technical, college transfer, and adult programs) for all those who can benefit from them, as well as quality occupational/technical program opportunities for area secondary students. The College also seeks to provide accessible educational services, through varied formats and schedules and full- and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions. In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning. Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in College programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and behavior; and through experiences to develop personal, social, and cultural dimensions. The College is accountable for its mission within the limitations of its physical and financial resources.

Institutional Goals

To fulfill its stated Mission, the College has established specific goals that are modified as needed to meet changing circumstances. These goals are as follows:

1. To provide appropriate academic courses in the arts and sciences for those pursuing associate degrees or planning to transfer to a senior institution.
2. To provide one and two-year technical programs that prepare graduates to enter business or industry with marketable skills.
3. To provide programs that assist students to master skills that are fundamental to academic and career achievement.
4. To provide continuing education programs that incorporate current and new technical courses, training partnerships with business and industry, and other opportunities for individuals to acquire and upgrade skills or seek personal enrichment.
5. To provide an environment that supports and encourages students in their academic advancement and assists them in their personal and social development.
6. To provide for the systematic measurement of academic excellence and institutional effectiveness and evaluate the progress of the institution's achievement of its strategic objectives.
7. To provide opportunities for collaboration, cooperation, and/or articulation with area schools, community colleges, universities, industries, and local government.
8. To maintain a commitment to educational excellence through intensive efforts to recruit, retain, develop, and support an outstanding faculty and staff.
9. To provide a cost-effective use of human, physical, and fiscal resources.
10. To maintain a safe and inviting campus environment.
11. To recruit, retain, and educate students to their selected level of educational success.

In addition to the goals described above, Alvin Community College subscribes to the purpose of the public community college as outlined in Section 130.003 of the Texas Education Code.

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Technical programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Work force development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

Facilities

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of seventeen buildings: Learning Resources Center, Fine Arts Center, Childcare Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Continuing Education - Workforce Training/Health Science Center, Occupational Technical Building, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, Shipping & Receiving Building, Science/Health Science Building, Art Instruction Laboratory (in progress) and storage building.

The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Dean of Students, Office of Admissions and Academic Advising, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, and Business Office. The second floor houses the Learning Lab, classrooms, the Library, and offices for the Physical Plant, GED, and various faculty. The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the Theater/auditorium.

The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Childcare Development Laboratory School. The second floor contains faculty offices and classrooms, as well as, offices used by the Upward Bound program and the Marketing and Communications department. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a crime lab. Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop. Also in this building are offices and a classroom for the Kindergarten program.

The Student Center consists of the Texas Room (a student lounge), the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

The Physical Fitness Center includes the athletic offices, the gym, two weight rooms, four racquetball courts, saunas, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track, a soccer/football field, a softball field, and related fitness equipment.

The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Dean of Academic Programs, and the Academic Division Chairs.

The Art Instruction Laboratory (in progress) will contain offices, storage, and space for art instruction and creation.

The Continuing Education-Workforce Training/Health Science Center contains offices, classrooms, and laboratories supporting workforce training in Health Sciences offered through the College's Continuing Education.

The Science/Health Science Building contains four teaching theaters,

laboratories, classrooms and faculty suites. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center. The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

The Nolan Ryan Center for Continuing Education is a 12,000 square foot Center built by the Nolan Ryan Foundation and donated to the College in 1996. The building contains the office of the Dean of Pearland Center and Continuing Education Programs, the Continuing Education Office, and the Center for Professional and Workforce Development (CPWD). It also contains a classroom for the College's CPWD and a community room that seats 200 people. The remaining portion of the building houses the Nolan Ryan Exhibit Center.

There is parking space on the main campus for approximately 1,940 vehicles.

Pearland Center

The Pearland Center is located at 2319 North Grand Boulevard in Pearland.

Continuing Education/Workforce Education classes are taught at the Pearland Center. Classes are offered Monday through Thursday and on weekends.

Public Notice, Compliance Statements

Civil Rights:

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

Rights of Individuals with Disabilities:

Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with a variety of academic services and resources. ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students seeking assistance should contact the Office of Admissions and Academic Advising. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Dean of Students.

Access to Programs: Admission to College programs is based

on requirements outlined in this catalog. Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

For information about your rights and grievance procedures, contact the Dean of Students, (281) 756-3517, or the Director of Human Resources, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

La admisión a los programas del colegio se efectúa a base de los requisitos descritos en este catálogo. Alvin Community College tomará medidas para asegurar que el desconocimiento del idioma inglés no sea obstáculo a la admisión a todos los programas. Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número (281) 756-3517 o con la Directora de Personal al número (281) 756-3639, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

Students Right-To-Know

Student Right-To-Know (SRTK) is a federally-mandated public disclosure requirement which provides data about Alvin Community College's completion and transfer rates. The purpose of SRTK is to provide the public with standardized information that might be helpful in making a college determination. Information about this data may be obtained from the Office of Institutional Effectiveness and Research. STRK rates are reported annually on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey).

Campus crime statistics are reported on the college home page - www.alvincollege.edu.

FERPA:

Family Education Rights and Privacy Act and Access to Student Records: The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

Release of Directory Information

The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. The student is responsible for notifying the Registrar's Office by the 12th class day of every fall/spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Records not maintained by the registrar will also be made available.

Students may ask the college to amend a record that they believe

is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment.

Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the United States Department of Education concerning alleged failures by Alvin Community College to comply with the requirements of FERPA.

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, D.C. 20202-4605
 Phone: (202) 260-3887

Photo and Videotape Policy

The ACC's Marketing Office takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending events, etc. ACC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at ACC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Sex Offender Information: To comply with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, or working on college campuses, Alvin Community College provides a website: www.alvincollege.edu/police/sexoffenderinfo.htm. To access the website simply click on the address, then read the caveats and agree to the terms. You will be able to search by name or location.

Religious Holy Days: In compliance with Texas Education Code 51.911, Alvin Community College allows a student to be absent for the observance of a religious holy day. Students may request permission for this absence in the office of Dean of Student Services.

Illegal Drugs: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus. Any student caught with an illegal drug will be liable to disciplinary action as described in the Alvin Community College Student Handbook.

Smoking Policy: ACC is a tobacco free campus. This policy applies to all college facilities (except parking lots), owned or leased, regardless of location, all athletic facilities and college vehicles.

Standard of Conduct: The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

Sexual Harassment Policy

It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when

- (1) submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
- (2) submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
- (3) the intended effects to or reasonably foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student.

Filing a Grievance

The Office of the Dean of Students and the Director of Human Resources have been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment of students. Students may also address their questions or complaints to the department chairperson or other college administrative personnel. In such cases, the chairperson or the administrator should immediately contact the Dean of Students and/or the Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the Dean of Students. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances.

Admissions

To apply or to request information in person, visit the Office of Admissions and Academic Advising. Correspondence regarding admission should be addressed to the Registrar's Office.

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements may apply.

Admission to the college is required for admission to all departmental programs. See the *Admission to Specific Curriculums* section.

Admission Requirements

Students entering college for the first time must be advised by the Office of Admissions and Academic Advising. Students should complete testing before their advising session, or **bring TASP, THEA, ACCUPLACER, ASSET or COMPASS scores or proof of Texas Success Initiative (TSI) exemption to the session** (see *Testing section*).

Students must provide the records and/or forms listed under the appropriate category. Personal copies may be used for advising; however, an official copy of test scores must be on file before the student may register. (Note: See also *Testing* and *TSI* sections.)

Admission Categories

- **Graduates from accredited high schools:** Admission Application, high school transcript with graduation date, and THEA, TASP, ACCUPLACER, ASSET or COMPASS, test scores.
- **Students with GED Certificates:** Admission Application, GED scores and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.
- **College transfer students:** Admission Application, transcripts from previous colleges and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Students on probation or suspension must obtain approval from the Dean of Students, 281-756-3517.
- **Former ACC students:** All returning students must provide current transcripts from colleges attended since last attending ACC and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Former ACC students on academic probation or suspension at another institution must obtain approval from the Dean of Students, 281-756-3517. Returning students who have not attended ACC for one or more years must complete a readmission application.
- **Graduates from home school programs:** Admission Application, home school transcript verifying graduation date with school official name and signature and THEA, ACCUPLACER, ASSET or COMPASS test scores.

- **Dual Credit, Concurrently enrolled high school students or Home School students.** Admission Application, Concurrent Enrollment Form, official high school transcript and THEA, ACCUPLACER, ASSET or COMPASS test (if not exempt).
- **Individual approval** - includes graduates of non-accredited schools or individuals without a **regionally accredited** high school diploma or GED: Admission Application and THEA, ACCUPLACER, ASSET or COMPASS test scores. Note: Students admitted under Individual Approval should take the ACCUPLACER or COMPASS test if applying for financial aid.
- **International students** (Students born in another country who are not U.S. citizens or resident aliens): Approval from the Counselor for International Students is required. For additional requirements. Call 281/756-3531.

International Student Regulations

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve semester hours to meet the requirements of the United States Bureau of Immigration and Customs Enforcement. Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students four months prior to the beginning of the semester in which they plan to enroll:

1. A completed application form.
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. See Credit from Foreign Institutions.
3. A score of at least 500 on the written Test of English as a Foreign Language (TOEFL), 173 on the computerized test and 61 on the IBT (Internet Based Test) test administered by Educational Testing Services, Princeton, NJ, or possess adequate competency in English instruction. **Tests must have been taken within the last two years.**
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another U.S. college or university, the student must have an international students Advisor's Report from the International Student Office at the institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, make a \$500 security deposit and complete the Texas Higher Education Assessment (THEA); this test must be taken before enrolling at ACC.

International students interested in receiving admission information should send an international money order for \$25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call 281-756-3531.

Credit from Foreign Institutions

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service. ACC will accept an evaluation from the following evaluators:

- Educational Credential Evaluators
- Foreign Credentials Service of America (FCSA)
- International Education Research Foundation
- SpanTran
- World Education Services
- Educational Evaluator International

Inquiries regarding these services should be directed to the International Student Affairs Office at 281-756-3531.

Transcript Requirement

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ACC Registrar's Office or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester unless otherwise noted. Once submitted, transcripts become the property of ACC and cannot be returned. Students applying for financial aid funds must have academic transcripts in the Registrar's Office before funds will be awarded.

Testing Requirement

Although testing is not an admission requirement, it is a requirement for registration. All students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TASP, THEA, ACCUPLACER, ASSET, or COMPASS test scores prior to registering for classes. Information about test dates, locations and registration may be obtained from class schedules or by calling 281-756-3526. Test scores are used to place students in appropriate courses; they are not used to deny admission to college. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. An appointment to discuss accommodations can be made by calling 281-756-3531.

Residency Information

When students are admitted, they are informed of their residence classification based on information on their application's Core Residency Questions and supporting documentation, if necessary. Tuition and fees at registration are based on this classification. Transfer students will maintain the residence classification status issued by the last public college or university attended during the 12 months prior to the term for which they are applying at ACC.

Proof of Residence

An independent student may be asked to provide documentation for both state and in-district classification that shows the student's name and address. A dependent student may be asked to provide their dependency upon their parent(s) and their parent's current state residence documentation including parent's name and address.

Residency Statuses:

Texas Resident - The following persons will be classified as Texas residents and entitled to pay in-state resident tuition at ACC:

- 1) A person who;
 - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
 - maintained a residence continuously in Texas for the 36 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.
- 2) A person who;
 - established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
 - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.
- 3) A dependent of a parent who;
 - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and
 - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Non-Resident - An individual who does not qualify under any of the three Texas resident categories above will be classified a non-resident student.

In-District - A Texas resident who physically resides within the geographic boundaries of the ACC District at the time of their admission will be classified an in-district student.

Out-District - A Texas resident who physically resides outside the geographic boundaries of the ACC District at the time of their admission will be classified an out-district student.

Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Registrar's Office and provide supporting documentation proving the residence classification claimed. Any change made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the census date of that semester. If the change is made prior or on the census date, it will apply to the current semester.

Out-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census date for the given semester by providing one of documents listed with their parent's name and address, in addition to their parent's IRS federal tax return showing the student as a dependent.

- Texas permanent driver's license showing ACC District address (P.O. Box excluded)
- Current tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy 35, north of Alvin)
- Texas Voter Registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. Box excluded)
- Other third party documentation (check with Registrar)

Non-resident to Resident: Independent students must prove their gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their name and address. Dependent students must prove their parent's gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their parent's name and address, in addition to their parent's IRS federal tax return showing the student as a dependent.

- A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or
- B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
- Title to real property in Texas
 - Marriage certificate with documentation to support that spouse is a resident of Texas
 - Ownership of business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership of the person or dependent's parent.
 - State or local licenses to conduct a business or practice a profession in Texas.
- C) Documentation must accompany at least one type of documents listed in section B.
- Utility bill for the 12 months preceding the census date
 - Texas high school transcript for full senior year preceding the census date
 - Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date
 - Texas driver's license or Texas ID card with an expiration date of not more than four years

- Texas voter's registration card that has not expired
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date

A student's residence status may be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or student's parents, temporary assignments of the student's parents out of Texas, etc. Further details about residency may be obtained from the Registrar's Office. Information about tuition waiver programs for non-resident individuals may be obtained from the Business Office.

Admission to Specific Curriculums

To enter the following curriculums, students must meet specific departmental requirements in addition to the general college admission requirements:

- Child Development/Early Childhood
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Emergency Medical Technology
- Nursing
- Nursing-Transition
- Polysomnography
- Respiratory Care
- Vocational Nursing

Departmental admission requirements are listed in the Educational Programs section of the catalog.

Students will be admitted to a curriculum, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the departments.

Texas Success Initiative (TSI)

To give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college. The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062).

Alvin Community College academic advisors and counselors will work with students who are skill-deficient, as evidenced through

required placement testing, to develop an educational plan to achieve college readiness in weak academic areas.

Successful completion of the required developmental sequence of courses will enable students to become "College Ready."

Required Scores to meet College Readiness Standard

The state minimum passing standard is a score of 230 in reading and in mathematics and a score of 220 in writing. For students who tested before September 1995, the minimum passing standard is 220 in each skill area (reading, math, and writing).

PLACEMENT CHART

SUBJECT	THEA (TASP) from 9/95	ACCUPLACER Multiple Choice	WritePlacer or Other essay**
READING			
0309	0-195	0-68.4	
0310	196-229	68.5-77.4	
1312	230+*	77.5+*	
MATH			
0309	0-209	1-50.4	
0310	210-229	50.5-62.4	
0312	230-269**	62.5-85.4**	
1314	270+	85.5+	
ENGLISH			
0309	0-185	0-70.4	0-4
0310	186-219	70.5-79.4	***
1301	220+	79.5+	6+

- * READ 0312 not required remediation but may be taken if a reading course is selected. If a D is made in READ 0310, college ready status in reading may be earned by taking READ 0312 and earning a C or better in the course
- ** Remediation not required but Math 0312 to be taken if a math course is selected.
- *** Essay scores take precedence over all English scores except THEA (TASP).
- **** Placement with an essay score of 5 is based on the multiple choice score.

TSI Exemptions

- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- SAT - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- TAKS-minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math. Scores must be no more than 3 years old.

- Associate or Baccalaureate degree graduates from a Texas public institution of higher education
- Transfer students from private or independent institutions of higher education or an accredited out of state institution and who have satisfactorily completed college-level course work as determined by the receiving institution.
- Transfer students who have been determined to have met college readiness standards.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or member of the armed forces reserve and has been serving for at least 3 years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or served as a member of the armed forces reserve.

Waived Level One Certificate Programs

Students enrolled in any waived program are waived from the requirements of the ACC Developmental Education Plan. Course prerequisites will apply. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver. Eligible certificate programs include:

Accounting Clerk	Legal Office Assistant
Basic Law Enforcement Academy	Management Development
Child Develop/ Early Childhood	Medical Coding
Child Develop/ Early Child. Adm	Medical Transcriptionist
Computer Data Processing	Office Assistant
Computer Networking	Paralegal
Correctional Administration	Process Technology
Correctional Science	Radio Broadcasting
Court Reporting Scopist	Substance Abuse Counseling
Crim Scene Technician	Television Broadcasting
Culinary Arts	Texas Peace Officer
Drafting Technology	Vocational Nursing
Emergency Medical Technology	Word Processing

Developmental Course Requirement

Students who fail one or more sections of the THEA (TASP) or an approved placement test must enroll and attend a developmental course for at least one of the failed sections until all sections are passed or required developmental courses are completed with a grade of "C or better". **Students could be withdrawn from ALL courses for non-attendance of the developmental class.**

Individual Educational Plan

Students who do not pass one or more of the minimum passing standards on the placement test at Alvin Community College are required to complete an Individual Educational Plan with an academic advisor before beginning their first semester of college. The Individual Educational Plan shall include:

- the developmental courses required to meet the college readiness standard
- non-developmental courses for which the student is eligible.

TSI Developmental Sequence

Students may complete their TSI obligation for any of the three subject areas (reading, writing, and mathematics) when the following sequence is completed:

1. The student must take the THEA, ACCUPLACER, ASSET or COMPASS and pass.
2. The student must pass the required developmental course sequence for the subject area not passed with a grade of C or better.

Developmental Courses

The College offers developmental courses in basic math, reading and English, as well as a developmental psychology course that focuses on study skills. Students who need full-time status may register for up to 12 semester hours of developmental courses. TSI obligated students who have a placement score below the college level must enroll and participate in the appropriate developmental course. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course. For more information, contact the Office of Admissions and Academic Advising.

Developmental Courses:

English 0309, English 0310
Math 0309, Math 0310, Math 0312
Reading 0309, Reading 0310, Reading 0312
Psychology 0309

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate and do not transfer. Grades earned in developmental courses will not be used to qualify for the Dean's or Merit list or graduation with honors status.

Responsibility for Course Selection

The College provides students with information and academic advice to assist them in making academic decisions. The Office of Admissions and Academic Advising, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling in appropriate courses. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

The student is also responsible for knowing and meeting TSI and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

Placement Regulations

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as prerequisites or corequisites). These requirements may be satisfied by successful completion of previous courses; by passing scores on the THEA, TASP, ACCUPLACER, ASSET, or COMPASS test, or by concurrent enrollment in a specific course. Compliance with prerequisites and corequisites is mandatory for TSI-obligated students.

Prerequisites and corequisites are identified in the Course Descriptions section of this catalog.

Texas Common Course Numbering System

Alvin Community College participates in the Texas Common Course Numbering System. This system is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

In the Texas Common Course Numbering System each course is identified by a four-character "rubric" (i.e. prefix or department abbreviation) and a four-digit number:

The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

"0" (zero) as the first digit of the number identifies a course as subfreshman-level and therefore remedial/developmental in content. Such courses are not presumed transferable under TCCNS guidelines, though receiving institutions are free to recognize them without obtaining special permission from the Texas Higher Education Coordinating Board.

Evaluation of Previous Education

Traditional Education

(For additional information regarding transfer of credits, see the Core Curriculum and Transfer section.)

Students are required to provide official transcripts from all regionally accredited colleges and universities previously attended as part of the admission process. An incoming transcript is evaluated no later than one semester after the student's enrollment, if the student is degree seeking. Evaluated coursework will not appear on the ACC official transcript.

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent to ACC courses. If the core curriculum is completed at a single Texas public institution, the core will transfer to ACC and satisfy ACC's core curriculum. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level course work for which there is no ACC equivalent may be transferred as elective credit. Course work credit obtained through a variety of non-traditional methods including continuing education non-regionally accredited private and technical course work, military training and credit by examination is not directly transferable to ACC. Transferred grades must meet departmental degree criteria.

Transferred course work is posted to the student's record using ACC course identification to assist transfer students with course selection. Proper course selection and the nonduplication of course work remain the responsibility of the student.

Tech-Prep Education

A Tech Prep program is a state-approved sequence of courses which begins in high school and continues with a two-year associate of applied science degree from a community college. Each program integrates academic and technical instruction, with an emphasis on students beginning their preparation while in high school, thus reducing duplication of courses and cost during the transition from high school to the community college. Upon satisfactory completion of the high school component of the Tech Prep program, students may enter the community college program with articulated credit from their high school.

For more information on these programs, students should contact their High School Counselor or the Dean of Technical Programs at Alvin Community College. Students and parents are encouraged to view further information about Tech Prep at ACC on the website at <http://www.alvincollege.edu/NEWS/HIGHSCHOOL/TECHPREP/>.

Currently approved Tech Prep programs at ACC:

- Child Development & Early Childhood
- Communications – Radio and/or Television
- Computer Science-Networking
- Computer Science-Computer Programming
- Communications-Television Broadcasting
- Criminal Justice -Correctional Science
- Culinary Arts
- Diagnostic Cardiovascular Sonography - Echocardiography
- Diagnostic Cardiovascular Sonography - Non-Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Licensed Vocational Nursing
- Management Development
- Nursing Degree
- Nursing Transition (LVN to RN)
- Office Professional
- Paralegal

Nontraditional Education

Nontraditional academic credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination. Course work credit obtained through a variety of non-traditional methods including continuing education, military training and credit by examination and awarded by a regionally accredited institution of higher education will transfer to ACC. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of nontraditional credit.

The evaluation of nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools. Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs published by the American Council on Education. This guide is located in the Registrar's Office and the Office of Admissions and Academic Advising.

Nontraditional credit will be evaluated and approved by the department chair and the division chair or dean of the subject area for which credit is being requested, using the following guidelines:

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are charged according to the type of credit being requested. Fees for all types of nontraditional credit are waived for veterans with honorable or general conditions discharge upon presentation of military documentation.
- A maximum of 21 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to an ACC matriculated student after the census date of the first semester.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not meet SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.

Nontraditional credit may be awarded for the following types of education:

Continuing Education Overlay Courses

An overlay course is a semester-credit-hour course offered for continuing education units rather than academic credit by the ACC Continuing Education Department. Circumstances may occur which would benefit the student having the CE units converted to academic credit.

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes will carry the same tuition and associated fees as credit classes. However, there is no charge for converting CE units to academic credit.

Credit by Exam - Advanced Placement /CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2302
American Literature		50	3	ENGL 2326
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Art / History of Art	3		6	ARTS 1303 / 1304
Art / Studio Art	3		6	ARTS 1316 / 1317
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
English Composition (with or without essay)		50	6	ENGL 1301 / 1302
English Literature		50	6	ENGL 2322 / 2323
French Language, Level I		50	8	FREN 1411 / 1412
French Language, Level II		62	14	FREN 1411 / 1412
				FREN 2311 / 2312
French Language	3		8	FREN 1411 / 1412
French Literature	3		14	FREN 1411 / 1412
				FREN 2311 / 2312
Freshman Composition		50	6	ENGL 1301 / 1302
German Language, Level I		50	8	GERM 1411 / 1412
German Language, Level II		63	14	GERM 1411 / 1412
				GERM 2311 / 2312
German Language	3		8	GERM 1411 / 1412
Government & Politics / US	3		3	GOVT 2302
History of the US I: US to 1877		50	3	HIST 1301
History of the US II: 1865 to present		50	3	HIST 1302
Human Growth and Development		50	3	PSYC 2314
Information Systems & Computer Applications		50	4	COSC 1401
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Natural Sciences		50	6	BIOL 1308 / 1309
Physics B	3		8	PHYS 1401 / 1402
Physics C Electricity and Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology, Introductory	3	50	3	PSYC 2301
Sociology, Introductory		50	3	SOCI 2301
Spanish Language, Level I		50	8	SPAN 1411 / 1412
Spanish Language, Level II		63	14	SPAN 1411 / 1412
				SPAN 2311 / 2312
Spanish Language	3		8	SPAN 1411 / 1412
Spanish Literature	3		14	SPAN 1411 / 1412
				SPAN 2311 / 2312
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I:1648 to present		50	3	HIST 2312

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

International Baccalaureate Diploma Program

The International Baccalaureate Diploma Program is a pre-college course of study for secondary school students. The IB program leads to examinations that provide documentation of achievement that qualifies a student for advanced standing. Students who successfully complete the IB Diploma Program will receive 24 semester credit hours of college credit, if certain score levels are met. The student must request that the IB office send official scores to the Alvin Community College Registrar's Office. The credit is not posted automatically, therefore, the student must request that the scores be evaluated for credit by completing the Credit by Examination Form at the Registrar's Office. Students will not be charged for this evaluation of credit. After the evaluation, IB credit will be posted to the student's transcript as credit by examination depicting the course articulated and an S (satisfactory) grade. Credit awarded by another college or university for the IB coursework is not considered transferable without an official report. The courses and the examination scores used as the basis for credit are listed below:

IB EXAM	MINIMUM SCORE	ACC SCORE
Biology SL	4	BIOL-1406
Biology HL	4	BIOL-1406, 1407
Business & Management	4	BUSI-1301
Chemistry HL	4	CHEM-1411
Chemistry HL	5	CHEM-1411, 1412
Computing Studies HL	4	COSC-1415
Economics SL	4	ECON-2301
Economics HL	5	ECON-2301, 2302
English HL Lang A1 or A2	4	ENGL-1301
English HL Extended Essay	A,B,C	ENGL-1302
Environmental Systems	4	GEOL-1405
Foreign Languages:		
French		
Language A1 or A2 or B (HL)	4	FREN-1411, 1412, 2311, 2312
Language B (SL)	4	FREN-1411, 1412
Language AB	4	FREN-1411
German		
Language A1 or A2 or B (HL)	4	GERM-1411, 1412, 2311, 2312
Language B (SL)	4	GERM-1411, 1412
Language AB	4	GERM-1411
Spanish		
Language A1 or A2 or B (HL)	4	SPAN-1411, 1412, 2311, 2312
Language B (SL)	4	SPAN-1411, 1412
Language AB	4	SPAN-1411
Geography	4	GEOG-1301
History:		
Europe	4	HIST-2311
Information Technology in a Global Society	4	BCIS-1405
Mathematics HL	4	MATH-2412, 2413
Mathematics w/further math (SL)	4	MATH-1342
Mathematics Methods (SL)	4	MATH-1324
Mathematical Studies (SL)	4	MATH-1332
Music	4	MUSI-1306
Philosophy	4	PHIL-1301
Physics SL	4	PHYS-1401
Physics HL	4	PHYS-1401, 1402
Psychology	4	PSYC-2301
Theater Arts	4	DRAM-1310
Visual Arts	4	ARTS-1301

- Students wanting academic credit for CE units should complete the nontraditional evaluation form in the ACC Registrar's Office.
- Academic credit awarded will count as resident credit.
- A grade of A, B, or C will be assigned.

American Council on Education National Guide to Educational Credit for Training Programs (ACE Guide)

ACC recognizes learning acquired through corporate universities, military training, professional and volunteer organizations, and other extra institutional learning providers.

- Students desiring credit must present documentation in support of the acquired skill and training experience.
- The evaluation and award of credit will be based upon the recommendation of the ACE Guide.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

Departmental Credit by Examination

Departmental credit by examination is available only to currently registered students who have not attempted the course previously at ACC by either enrollment or examination. The student must:

- apply for Credit by Exam at the Registrar's Office and
- pay the current hourly tuition rate for each course prior to attempting credit by examination.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript.

Life Work Experience

Experiential learning (life experiences) will be considered for credit if documented by taking CLEP Subject, other nationally recognized exams, or departmental examinations.

Procedures for Requesting Credit for Nontraditional Education

1. The student initiates the request in the Registrar's Office by completing the appropriate form, presenting the appropriate documentation and paying required fees.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for AP/CLEP, IBD, and ACE Guide recommendations.
3. The form is returned to the Registrar's Office and a copy of the completed evaluation and transcript depicting posted credit is mailed to the student.
4. The form is returned to the Registrar's Office and a copy of the completed evaluation is mailed to the student along with an invoice if credit is based on CLEP/AP and ACE guidelines.
5. After payment is received, the nontraditional credit is posted to the student's academic record. A transcript showing posted credit is mailed to the student.

Core Curriculum

The core curriculum described below is predicated on the judgment that a series of basic intellectual competencies -- reading, writing, speaking, listening, critical thinking, and computer literacy--is essential to the learning process in any discipline and thus should inform any core curriculum.

READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

WRITING: Competence in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

Perspectives in the Core Curriculum

Alvin Community College's core curriculum is designed to help students:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diverse world;
2. Acquire the capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be responsible members of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;

CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective June 2008

Academic Policies
& Regulations

Core Component	Course Options	Required Semester Hours
Communication 010	Required (6 hours): ENGL 1301 and ENGL 1302 Select one (3 hours): SPCH 1315, SPCH 1318, or SPCH 2335	9
Mathematics 020	Select one (3 hours): MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 2412, MATH 2413, or MATH 2414	3
Natural Sciences 030	Select two (8 hours): BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1445, GEOL 1447 PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426	8
Visual and Performing Arts 050	Select one (3 hours): ARTS 1301, ARTS 1303, ARTS 1304, ARTS 2348, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310	3
Humanities 040	Select one (3 hours): ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, HUMA 1301 HUMA 1302, PHIL 1301, PHIL 2306, or any sophomore level French, German, or Spanish course	3
Social and Behavioral Sciences 070,060,080	Required (6 hours): GOVT 2301 and GOVT 2302 Select two (6 hours): HIST 1301, HIST 1302, or HIST 2301 Select one (3 hours): ANTH 2346, ECON 2301, ECON 2302, GEOG 1301, GEOG 1303, PSYC 1300, PSYC 2301, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, or SOCI 2319	15
Basic Computer Literacy 090	Select one (4 hours): BCIS 1405, BCIS 1431, COSC 1401, COSC 1420, or COSC 2420	4
TOTAL CORE CURRICULUM CREDITS		45

5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationships of the scholarly disciplines.

Instruction and Content in the Core Curriculum

Education, distinct from training, demands a knowledge of various contrasting views of human experience in the world. Both the humanities and the visual and performing arts deal with the individual's reaction to the human situation in analytical and creative ways. The social and behavioral sciences deal with the principles and norms that govern human interaction in society and in the production of goods and services. The natural sciences investigate the phenomena of the physical world. Mathematics examines relations among abstract quantities and is the language of the sciences. Composition and communication deal with oral and written language. Each of these disciplines, using its own methodology, offers a different perspective on human experience. Taken together, study in these disciplines provides a breadth of vision against which students can establish and reflect on their own goals and values.

The outcomes which are specified for the disciplinary areas are thus intended primarily to provide students with a perspective on their experience through an acquaintance with the subject matter and methodology of each discipline. They provide students with the opportunity to understand how these disciplines present varying views of the individual, society, and the world, and to appreciate the methods by which scholars in a given discipline organize and evaluate data. The perspectives acquired in these studies describe the potential, as well as the limitations, of each discipline in understanding the human experience.

The objective of disciplinary studies within a core curriculum is to foster multiple perspectives as well as to inform and deliver content. Disciplinary courses within a core curriculum should promote outcomes focused on the intellectual core competencies, as well as outcomes related to establishing perspectives, and the basic concepts in the discipline -- methods of analysis and interpretation specific to the discipline.

Core Components and Related Educational Objectives

The following educational objectives have been used as basic guidelines for selected component areas within Alvin Community College's core curriculum. Educational objectives become the basis for faculty and institutional assessment of core components.

COMMUNICATION (composition, speech)

The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

Educational Objectives

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

MATHEMATICS

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Educational Objectives

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To recognize the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and to understand its connections to other disciplines.

NATURAL SCIENCES

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the basis for building and testing theories.

Educational Objectives

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analysis, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.

4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch on ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

HUMANITIES AND VISUAL AND PERFORMING ARTS

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Educational Objectives

1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within a historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts in intercultural experiences.

SOCIAL AND BEHAVIORAL SCIENCES

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

Educational Objectives

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of

political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.

7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

Core Curriculum and Transfer

Under the Core Curriculum transfer rules and regulations, all Texas public colleges and universities must accept transfer of credit for successfully completed courses from ACC's Core Curriculum. (Note: Some universities may deny the transfer of credit in courses with a grade of "D.") If a student successfully completes ACC's core curriculum, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum (see "D" grade exception above). Generally, a student may not be required to take additional core curriculum courses at the receiving institution unless that institution has a larger Board approved core curriculum.

If Alvin Community College has cause to believe that a course being presented by a student for transfer from another college is not of an acceptable level of quality, ACC will contact the sending institution and attempt to resolve the problem. In the event a satisfactory resolution is not reached, the College will notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Resolution of Transfer Disputes

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.

Field of Study Curriculum

In January of 1997, the 75th legislature passed Senate Bill (SB) 148, which allows a set of courses, a "field of study curriculum," to satisfy the lower division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution.

Field of study curriculums are available at Alvin Community College for the following departments:

- Business Administration
- Criminal Justice
- Music
- Nursing

Students are encouraged to seek advisement from the department chair or an ACC academic advisor regarding transfer of these courses.

Teacher Preparation

Each upper division institution requires a method of evaluating the reading, writing and math skills of candidates seeking admission to educator preparation programs. It is the student's responsibility to become acquainted with the requirements of the education department in the college or university to which he/she expects to transfer.

Physical Activity Requirement

The two physical activity courses may have the same number if the courses are taken during different semesters. **Students are strongly advised to research the transferability of repeated courses before enrollment.** Three-semester-hour PHED classes do not meet the physical activity requirement.

Registration

All credit students must be admitted and comply with TSI requirements before they may register for classes. Registration dates for semester-length courses and mini courses are listed in the Academic Calendar of this catalog. In addition, dates and other pertinent information are published each semester in the class schedule and are subject to change.

Schedule Changes

Students who need to change their schedule (classes and/or times) must do so according to procedures and dates published in the Class Schedule. There is no charge to make a class change.

Registration Requirements for Transfer Students

Transfer students must bring copies of transcripts to prove completion of pre-requisite courses to registration. Proof of TSI status (exemption, college-ready or scores) should also be brought to registration, if official transcripts have not been received by the Registrar's Office. Without these documents, the student may face delays.

Class Schedules

Class schedules are considered implementation of College policy and an extension of the catalog. The schedule contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant.

Audit Registration

Audit registration is permitted on the last day of late registration each semester on a space available basis to admitted students who do not wish credit for the course.

To audit a course, students must complete admission to the college and an Audit Registration form in the office of Admissions and Academic Advising. Payment for audit registration is due immediately. Charges and refunds for audit registration are the same as for credit registration.

Students who register in a course for credit may not change their registration status to audit. Likewise, students who register in a course for audit may not change their registration status to credit.

Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit up to 6 hrs per semester without payment of tuition and fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. See Audit Registration section above.

Distance Education

Distance education classes is a great option for people who don't have time to attend class, work irregular hours, or who have family commitments. There are two different ways to take a distance education class:

- **On-line**

In the schedule these classes are located under the Internet /Television section of each department. These courses use WebCT, which can be accessed from any computer with Internet access from the ACC home page.

- **TBA (To Be Arranged)**

These classes will be listed in the schedule with ACC as the location, but the Days and Times will be listed as TBA. These are independent study classes which follow a course outline. To begin the course the student will need to contact the individual instructor for the course instructions and materials.

What kinds of courses are available?

Courses from almost all of our departments are available in one or more of these formats. You will need to check our schedule to see which classes will be offered each semester.

How do I register for a Distance Education course?

Register for distance education just like any other class. DE classes fill quickly so it is advised to register early. TV and Online (www) classes include an additional \$25 fee.