

Alvin Community College

catalog 2010 - 2011



Desk Copy
Drew Nelson





ALVIN COMMUNITY COLLEGE

General Catalog for 2010-2011

Volume 61, No. 1 • August 2010

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 2010 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.

Please refer to the college website www.alvincollege.edu for the most current information.

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ALVIN COMMUNITY COLLEGE

3110 Mustang Road
Alvin, Texas 77511
Phone: 281-756-3500

PEARLAND CENTER

2319 N. Grand Blvd.
Pearland, Texas 77581
Phone:281-756-3787

ACADEMIC CALENDAR

2010

JUNE						
S	M	T	W	T	F	S
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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FALL SEMESTER 2010

Jun 21-Aug 23	Fall Registration
Jul 24	THEA Test
Jul 29	New Student Orientation
Aug 23	Payment Deadline
Aug 25-30	Late Registration and schedule changes
Aug 26	Classes Begin
Sep 6	Labor Day Holiday
Sep 13	Census Date
Oct 18	Deadline-December graduation
Nov 1-Jan 5	Spring 2011 - Registration
Nov 15	Withdrawal Deadline
Nov 24-26	Thanksgiving Holidays
Dec 6-11	Final Exams
Dec 15-Jan 3	Winter Break

8-Week Fall Mini Semesters

First 8-Weeks

Jun 21-Aug 23	Registration
Aug 23	Payment Due
Aug 25-30	Late Registration
Aug 26	Classes Begin
Sep 2	Census Date
Sep 27	Withdrawal Deadline
Oct 14	Final Exams

Second 8-Weeks

Sep 29-Oct 13	Registration
Oct 13	Payment Due
Oct 15-18	Late Registration
Oct 18	Classes Begin
Oct 25	Census Date
Nov 15	Withdrawal Deadline
Dec 3	Final Exams

Three (3) Week Mini Semester

Nov 8-Dec 14	Registration
Dec 14	Payment Due
Dec 15-20	Late Registration
Dec 20	Classes Begin
Dec 21	Census Date
Jan 4	Withdrawal Deadline
Jan 6	Final Exams

SPRING SEMESTER 2011

Nov 1-Jan 5	Spring Registration
Dec 15-Jan 3	Winter Break
Jan 5	Payment Deadline
Jan 7-10	Late Registration and schedule changes
Jan 10	Classes Begin
Jan 17	Martin Luther King, Jr. Day
Jan 26	Census Date
Jan 28	TCCTA Convention. No day classes on Friday.
	Weekend classes (Fri. eve., Sat., Sun.) will meet.
	Offices close 12 noon, Friday
Mar 7	Deadline -May Graduation
Mar 14-18	Spring Break
Apr 11	Withdrawal Deadline

2011

Apr 20-May 25	Summer One & 11 Week-Registration
Apr 22	Spring Holiday
Apr 25	Final Exam Study Day
Apr 27	Awards Day
May 2-7	Final Exams
May 5	ADN Pinning Ceremony
May 10	Commencement
May 16	TDCJ Graduation
May 18	GED Commencement

8-Week Spring Mini Semesters

First 8-Weeks

Nov 1-Jan 5	Registration
Jan 5	Payment Due
Jan 7-10	Late Registration
Jan 10	Classes Begin
Jan 18	Census Date
Feb 14	Withdrawal Deadline
Mar 1	Final Exams

Second 8-Weeks

Feb 17-28	Registration
Feb 28	Payment Due
Mar 2-3	Late Registration
Mar 3	Classes Begin
Mar 10	Census Date
Apr 18	Withdrawal Deadline
Apr 29	Final Exams

Three (3) Week Mini Semester

April 4-May 9	Registration
May 9	Payment Due
May 10-11	Late Registration
May 11	Classes Begin
May 12	Census Date
May 23	Withdrawal Deadline
May 26	Final Exams

SUMMER 2011

Summer One and 11 Week

Apr 20 -May 25	Summer One and 11-Week Registration
May 25	Payment Deadline
May 27-Jun 1	Late Registration and schedule changes
May 30	Memorial Day Holiday
Jun 1	Classes Begin
Jun 7	Census Date - Summer One
Jun 20	Deadline - August graduation
Jun 14	Census date - 11-Week
Jun 23	Withdrawal Deadline - Summer One
Jul 4	4th of July Holiday
Jul 6	Summer One Final Exams

Summer Two and 11 Week

Jun 27-Jul 6	Registration
Jul 6	Payment Deadline
Jul 8-11	Late Registration & schedule changes
Jul 11	Classes Begin
Jul 14	Census Date - Summer Two
Aug 1	Withdrawal Deadline
Aug 16	Final Exams

JANUARY						
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28	29	30	31			

Alvin Community College Phone Directory

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, 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	756-5669
Division Chair of Tech Division I - Business Technology	756-3659
Division Chair of Tech Division II - Legal/Public Services	756-3642
Division Chair of Tech Division III - Technical & Industry	756-3767
Division Chair of Tech Division IV - Allied Health/Corrections ..	756-5660
Division Chair of Technical Division V - Nursing	756-5611
Director of Information Technology	756-3536
Director of Advising Services	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	756-5669
Art	756-3605
Astronomy	756-5670
Biology	756-5669
Business Programs	756-3660
Business Office/Cashier	756-3516
Campus Café	756-3679
Career Planning and Placement	756-3560
Campus Police	756-3700
Center for Professional & Workforce Development	756-3789
Chemistry	756-5670
Child Development Laboratory School	756-3644
Child Development/Early Childhood	756-3644
Communications	756-3767
Computer Information Technology	756-3783
Continuing Education Office	756-3787
Court Reporting	756-3757
Criminal Justice/Police Academy	756-3951
Culinary Arts	756-3949
Diagnostic Cardiovascular Sonography	756-5650
Distance Education	756-3728
Drama	756-3607
Electroneurodiagnostics	756-5660
Emergency Medical Technology	756-3650
English	756-3712

Enrollment Services Center

- Admission, Financial Aid, Transcript Services, Testing Services, Registration, Graduation	756-3531
Financial Aid Office	756-3524
Fitness Center	756-3691
Foreign Language	756-3709
Geology	756-5670
Honors Program	756-3736
Human Service-Substance Abuse Counseling	756-3652
Industrial Design Technology	756-3784
Information Technology	756-3536
International Students	756-3531
KACC Radio-TV	756-3767
Library	756-3559
Management Development	756-3812
Marketing	756-3550
Mathematics	756-3707
Media Center	756-3567
Music	756-3587
Nursing-Associate Degree	756-5610
Nursing - Vocational	756-3811
Office Administration	756-3811
Paralegal	756-3642
Pearland Center	756-3900
Pedi Echocardiography	756-5650
Pharmacy Technician	756-3805
Physical Plant Operations	756-3583
Physics	756-5670
Polysomnography	756-5655
Process Technology	756-3785
Public Relations Office	756-3600
Reading	756-3556
Registrar's Office	756-3501
FAX	756-3834
Graduation	756-3506
Transfer Evaluation	756-3505
Respiratory Care	756-5660
ROTC	
Air Force Science	UH 713-743-3703
Army	UH 713-743-3880
Social Sciences	756-5680
Speech	756-3607
Sports & Human Performance	756-3692
Student Activities Office	756-3686
Student Employment	756-3560
Technical Programs	756-5601
Theater Box Office	756-3609
Tutoring	756-3566
Upward Bound Program	756-3849
Veteran's Certification Services	756-3531
Welding	756-3671

Services for Students with Disabilities

 Voice	756-3531
 TDD	756-3845

GENERAL INFORMATION



History

The Alvin Community College District was approved by the Board of the Alvin Independent School District on November 15, 1967. 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 administrative organization was established to assume the management of the college.

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, 1967, at facilities which included a classroom building, a library, and a cafeteria. One of the more important changes in the program of Alvin Community College was the addition of a second semester for the associate degree program in 1968. The degree program was approved by the Board of the Alvin Independent School District on September 12, 1967.

By a vote of both the original district and the college district, the geographical size of the Alvin Community College District was expanded to include the area bounded by the 24th and 26th streets and the Gulf and Texas highways. This expansion was necessary to meet an expanding enrollment and to provide a service area with the Alvin Community College Center in the town of J. Hans Compton.

In the Spring 2012, a \$9.8 million dollar bond issue was approved providing funds for a new Student Health Science Building to meet the needs of expanding health programs, overexpansive classrooms and provide up to date technology and simulation labs.

The enrollment of Alvin Community College has grown from 134 students in 1967 to a record high of 8298 in 2019. During this period of growth, Alvin Community College has had two presidents:

- Mr. A.G. Webster, 1967-1984 (AACT)
- Dr. R. Tompkins, 1984-1984 (AACT)
- Dr. R. Tompkins, 1984-1984 (AACT)
- Dr. V. Tompkins, 1984-1984 (AACT)
- Dr. A. Tompkins, 1984-1984 (AACT)

The Alvin Community College District is a public institution of higher education. It is a non-profit organization and is not subject to the provisions of the Texas Education Code.

Alvin Community College

General Information

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 5296 in 2010. 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.

The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Dean of Students, Enrollment Services Center, Advising Services, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, Cyberlink Lab and Business Office. The second floor houses the Learning Lab, Career Planning and Placement Office, classrooms, the Library, 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, Student Activities offices, campus cafe and College Store

The Physical Fitness Center includes the athletic offices, the gym, weight room, dance exercise studio, 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 contains 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, faculty suites, offices of Allied

Health Division chairs, and office of the Provost Dean of Instruction.

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. This center also includes faculty offices, a mock courtroom, and a performing arts venue.

The Nolan Ryan Center is a 12,000 square foot facility built by the Nolan Ryan Foundation and donated to the college in 1996. It contains classrooms, a community room that seats 250 people and kitchen facilities. 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

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 Advising Services. 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.

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 numbers, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, most recent educational institution attended and enrollment status. 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.

The student must complete the FERPA Non-release Form in person and provide picture identification. The student also has the right to allow designated individuals to view their non-directory information. The student must complete the Limited FERPA Release Form in person and provide picture identification at the ESC at any time. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification at the ESC. No information will be given over the phone.

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 Students.

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.

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.

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 or violation of civil rights 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.

ACADEMIC POLICIES & REGULATIONS



Academic Policies & Regulations

Admissions

To apply or to request information in person, visit the Enrollment Services Center. 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.

Enrollment Services Center

The Enrollment Services Center, located at the front entrance of Building A, is a one stop shop for prospective and current students. The ESC provides a full range of services which include admission, registration, financial aid, dissemination of general information, placement testing and GED registration, grant, loan and scholarship processing, graduation application, enrollment verification, transcript requests, student program changes, nontraditional credit applications, residency reclassifications, data change requests and course withdrawals.

Admission Requirements

Students entering college for the first time must be advised by Advising Services. 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. Call 281-756-3517 for an appointment.
- **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 new admission 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, Early Admission Contract, 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 Advisor 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

- 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.

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service (see page 16).

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
- Electroneurodiagnostic Technician
- Emergency Medical Technology
- Nursing
- Nursing-Transition
- Pharmacy Technician
- 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.

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.

Placement 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 registration. Testing information may be obtained from class schedules or by calling 281-756-3531. Test scores are used only to place students in appropriate courses. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. Call 281-756-3531 for an appointment.

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. Tuition is based on this classification. Transfer students will maintain the residence classification issued by the last public institution attended during the 12 months prior to the term for admission.

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 are entitled to pay in-state resident tuition at ACC if:

- 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.
- 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.
- You are 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.

Residency Terms and Definitions:

Maintained a Residence: Physically reside in Texas, which could not have been interrupted by a temporary absence from the state.

Establish a Domicile: For at least 12 months prior to the census date of the semester in which the student enrolls, the student:

- owns real property (land, home) in Texas
- owns a business in Texas
- has a state or local license to conduct a business or practice profession in Texas
- has been gainfully (full-time) employed in Texas
- has marriage certificate with documentation to support the spouse is a resident of Texas with any of the above.

Non-Resident - An individual who does not qualify under any of the three Texas resident categories 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 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 Enrollment Services Center and provide supporting documentation proving the new classification. Changes made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the term census date; changes made prior to or on the census date, 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, along with their parent's IRS federal tax return showing the student as a dependent. (P.O. Box excluded)

- Texas permanent driver's license showing ACC District address
- 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
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. 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 may be used 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.

Texas Success Initiative (TSI)

The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062) 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.

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	COMPASS	WritePlacer or E-Write
READING				
0309	0-195	0268	0-68	
0310	196-229	69-77	69-80	
1320	230+	78	81+	
MATH				
0309	0-209	1-50	1-25	
0310	210-229	51-62	26-38	
0312	230-269*	63-85*	39-69	
1314****	270+	86	70+	
ENGLISH				
0309	0-185	0-70	0-45	0-4
0310	186-219	71-79	46-58	***
1301	220+	80	59+	6+

* 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.
 ****Additional scores/standards used for Math 1314 placement include:
 TAKS - 2400, ACT-21, SAT-550 or High School Pre-Calculus with grade of A or B.

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 Info. Tech.- Data Processing | Office Assistant |
| Computer Info. Tech.- Networking | Paralegal |
| Correctional Administration | Pharmacy Technology |
| Correctional Science | Process Technology |
| Court Reporting Scopist | Radio / TV Broadcasting |
| Crime Scene Technician | Substance Abuse Counseling |
| Culinary Arts | Texas Peace Officer |
| Industrial Design 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. 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 Advising Services.

Developmental Courses:

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

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.

PSYC 1300 – Learning Strategies Requirement

Students enrolled in the Associate of Arts, Associate of Science, Associate of Arts in Teaching and undeclared majors who score at the developmental level on any one section of the placement exam (Accuplacer, THEA, Compass, or Asset) are required to enroll in PSYC 1300 during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

Learning Strategies teaches students how learning takes place and provides opportunities to practice various learning and study strategies. Students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

Responsibility for Course Selection

The College provides students with information and academic advice to assist them in making academic decisions. Advising Services, program directors, and department chairs 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 co-requisites). 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 co-requisites is mandatory for TSI-obligated students.

Prerequisites and co-requisites 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. Transferred grades must meet departmental degree criteria. Transferred course work is posted to the student's record using Texas common course numbers to assist transfer students with course selection. **Proper course selection and the non duplication of course work remain the responsibility of the student.** Counselors and advisors are available to assist the student with course selection.

Evaluation of Credit from Foreign Institutions

Alvin Community College accepts credit from foreign institutions when evaluated from one of the following Evaluation Services. Inquiries regarding these services should be directed to the International Student Affairs Office at 281-756-3531.

Final determination of any credit awarded will be made by respective department chairs of the course subject.

American Association of Collegiate Registrars & Admissions Officers (AACRAO)
International Education Services
One Dupont Circle, NW; Suite #520
Washington DC 20036-1135
Phone: 202-296-3359, FAX: 202-822-3940

Educational Credential Evaluators, Inc.
P. O. Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400, Fax: 414-289-3411
<http://www.ece.org>

Education Evaluators International, Inc.
11 South Angell Street #348
Providence, RI 02906
Phone: 210-745-1015 or 401-521-5340, FAX: 401-437-6474

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757
Phone: 512-459-8428, Fax: 512-459-4565
<http://www.fcsa.biz/>

Education Evaluators International, Inc.
11 South Angell Street #348
Providence, RI 02906
Phone: 210-745-1015 or 401-521-5340, FAX: 401-437-6474
<http://www.educei.com/>

GCE Southeast
Global Credential Evaluators, Inc.
Evaluation Processing Center
P.O. Box 1904
Ocean Springs, MS 39566
Phone: 228-818-4487
<http://www.gcevaluators.com/>

GCE Southwest
Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77842-9203
Phone: 512-528-0908, Fax: 512-528-9293
<http://www.gcevaluators.com/>

International Education Research Foundation, Inc
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA
Phone: 310-258-9451, Fax: 310-342-7086
<http://www.ierf.org/>

RIA International Education Consultants
9461 LBJ Freeway., Suite 206
Dallas, TX 75243 (corner of Highway 635 and Abrams)
Phone: 214-575-5404, Fax: 214-575-5608
Mobile: 214-770-4919
International: 800-895-4021 Ex 0
International Fax: 800-895-4021 Ex 1
<http://www.riainternationaleducation.com>

Span Tran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, Texas 77036-3197
Phone: 713-266-8805, Fax: 713-789-6022
<http://www.spantran-edu.com/>

Worldwide Education Consultant Services
5521 N. Expressway 77
Brownsville, TX 78520
Phone: 956-350-4660, Fax: 956-350-2462
Email: info@wecseval.com

World Education Services Foreign Academic Credential Evaluation
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: 212-966-6311, Fax: 212-739-6100
www.wes.org/splash.html

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 Composition		50		ENGL 1301/1302
College Mathematics		50	3	MATH 1332
English Literature		50	6	ENGL 2322 / 2323
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, 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
German Lang, Level I		50	8	GERM 1411, 1412
German Lang, 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	BCIS 1405
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 Science		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 1301
Spanish Lang., Level I		50	8	SPAN 1411 / 1412
Spanish Lang., Level II		63	14	SPAN 1411/ 1412 SPAN 2311/ 2312
Spanish Language	3		8	SPAN1411/ 1412
Spanish Literature	3	1	4	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.
- There is no charge for this service; request evaluation in the Enrollment Services Center.

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