

ALVIN COMMUNITY COLLEGE

# Catalog

2016 - 2017

**Victoria Soto**  
General Studies





# ALVIN COMMUNITY COLLEGE

## General Catalog for 2016-2017

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Alvin Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alvin Community College.

**Approved by:**

Texas Higher Education Coordinating Board

**Member:**

- American Association of Community Colleges
- Association of Community College Trustees
- Gulf Coast Intercollegiate Honors Council
- National Institute for Staff and Organizational Dev.
- 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, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

Financial aid cost of attendance (COA) is calculated on a yearly basis; therefore, adjustments will not be made during the course of an academic year for changes approved by the Alvin Community College Board of Regents.

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 2016 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](http://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 • [www.AlvinCollege.edu](http://www.AlvinCollege.edu)

## WELCOME MESSAGE FROM THE PRESIDENT

To all students, future students, parents, community members and high school officials, I am proud to introduce the 2016-17 student catalog. In the pages of this catalog, you will find everything you need to make a smooth transition into college.

There is detailed information about all programs and courses that we offer as well as the requirements needed to complete an associate degree or workforce certificate. We encourage our students to communicate with us so there is also a directory of faculty and staff members enabling you to contact the many professionals who are ready to assist you. The catalog also includes all the rules and regulations which you need to be aware of in order to become a successful student.

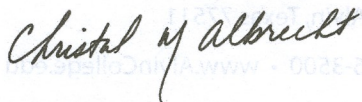
For over sixty-eight years Alvin Community College has offered a diverse range of quality programs including career education that leads directly to employment; courses that directly transfer to upper division colleges and universities and workforce certificates and continuing education courses that lead to employment. In addition, our student success staff provides services outside the classroom that will contribute to your overall success at the college.

The ultimate goal for Alvin Community College is to bring out the best in our students with affordable, accessible and innovative educational opportunities. With the full support of the community, our excellent faculty and staff fulfill our students' expectations every day through commitment to student achievement, life-long learning, academic excellence, and student success.

Our mission is improving your future. Whether you are interested in a degree program or want to learn workforce skills to help you obtain a better job, we are here for you. I am confident that ACC will provide you with everything you need to achieve your educational goals and contribute to the continued prosperity of the community.

Welcome to ACC and I will see you around campus.

Fins up!



Dr. Christal M. Albrecht  
President, Alvin Community College



# Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

## Administrative Offices

President ..... 281-756-3598  
 Assistant to the President / Executive Director of Development  
 281-756-3600

## Vice Presidents

Vice President of Administrative Services ..... 281-756-3594  
 Vice President of Instruction ..... 281-756-3601  
 Vice President of Student Services ..... 281-756-3517

## Deans

Dean of Arts and Sciences ..... 281-756-3718  
 Dean of General Education and Academic Support ..... 281-756-3723  
 Executive Director/Dean, Continuing Education &  
 Workforce Development ..... 281-756-3789  
 Dean of Legal and Health Sciences ..... 281-756-5601  
 Dean of Professional, Technical and Human Performance 281-756-3631

## Services

Admissions Office ..... 281-756-3531  
 Advising Services ([advising@alvincollege.edu](mailto:advising@alvincollege.edu)) ..... 281-756-3531  
 Articulated Credit ..... 281-756-3846  
 Athletics ..... 281-756-3767  
 Bookstore (<http://www.alvincstore.com/>) ..... 281-756-3681  
 Business Office/Cashier ..... 281-756-3593  
 Café ..... 281-756-3679  
 Career Planning & Placement ..... 281-756-3560  
 Child Development Laboratory School ..... 281-756-3644  
 Counseling Services ..... 281-756-3531  
 Disability Services ([ods@alvincollege.edu](mailto:ods@alvincollege.edu)) ..... Voice: 281-756-3533  
 ..... TDD: 281-756-3845  
 Distance Education ([de@alvincollege.edu](mailto:de@alvincollege.edu)) ..... 281-756-3728  
 Dual Credit ..... 281-756-3726  
 Financial Aid ([fa@alvincollege.edu](mailto:fa@alvincollege.edu)) ..... 281-756-3524  
 Fiscal Affairs/Comptroller ..... 281-756-3509  
 Fitness Center ..... 281-756-3691  
 Graduation ..... 281-756-3506  
 Hazlewood ..... 281-756-3504  
 Honors Program ..... 281-756-3742  
 Human Resources ..... 281-756-3639  
 Information Technology ([helpdesk@alvincollege.edu](mailto:helpdesk@alvincollege.edu)) ..... 281-756-3544  
 Institutional Effectiveness/Research ..... 281-756-3663  
 International Students ..... 281-756-3531  
 KACC Radio-TV 281-756-3766 ..... KACC Request Line 281-756-3897  
 Learning Lab/Tutoring ..... 281-756-3556  
 Library ..... 281-756-3559  
 Marketing ..... 281-756-3569  
 Media Center ..... 281-756-3567  
 Physical Plant ..... 281-756-3583  
 Police (Campus) ..... 281-756-3700  
 Public Relations Office ..... 281-756-3600  
 Registrar ..... 281-756-3501  
 Retention & Student Success ..... 281-756-3553  
 Student Activities Office ..... 281-756-3686  
 Student Employment ..... 281-756-3560  
 TDCJ ..... 281-756-3568  
 Technical Programs ..... 281-756-5601 or 3631  
 Testing (Assessment) ..... 281-756-3526  
 Theatre Box Office ..... 281-756-3600

Transfer Evaluation ..... 281-756-3505  
 Upward Bound Program ..... 281-756-3849  
 Veteran's Certification Services ..... 281-756-3530

## Academic and Technical Departments

Accounting ..... 281-756-3812  
 Agriculture ..... 281-756-5669  
 Allied Health Programs ..... 281-756-3806  
 Art ..... 281-756-3605  
 Astronomy ..... 281-756-5670  
 Biology ..... 281-756-5669  
 Business Programs ..... 281-756-3812  
 Chemistry ..... 281-756-5674  
 Child Development & Education ..... 281-756-3644  
 Communications ..... 281-756-3767  
 Computer Information Technology/Networking ..... 281-756-3822  
 Court Reporting ..... 281-756-3757  
 Criminal Justice/Police Academy ..... 281-756-3951  
 Culinary Arts ..... 281-756-3949  
 Diagnostic Cardiovascular Sonography ..... 281-756-5650  
 Drama ..... 281-756-3607  
 Emergency Medical Technology ..... 281-756-5640  
 English ..... 281-756-3713  
 Foreign Language ..... 281-756-5681  
 Geology ..... 281-756-5670  
 Government and Economics ..... 281-756-3742  
 History ..... 281-756-3948  
 Human Services and Substance Addiction Counseling ..... 281-756-3652  
 Industrial Design Technology ..... 281-756-3784  
 Management ..... 281-756-3812  
 Mathematics ..... 281-756-3707  
 Music ..... 281-756-3587  
 Neurodiagnostic Technology ..... 281-756-5644  
 Nursing-Associate Degree ..... 281-756-5630  
 Nursing - Vocational ..... 281-756-5630  
 Office Administration ..... 281-756-3822  
 Paralegal ..... 281-756-3642  
 Pharmacy Technician ..... 281-756-3805  
 Physics ..... 281-756-5670  
 Polysomnography - Sleep Medicine ..... 281-756-5655  
 Process Technology ..... 281-756-3785  
 Psychology and Sociology ..... 281-756-3733  
 Respiratory Care ..... 281-756-5661  
 ROTC-Air Force Science ..... UH 713-743-3703  
 Social Sciences ..... 281-756-5680  
 Speech ..... 281-756-3612  
 Sports & Human Performance ..... 281-756-3692

Continuing Education and Workforce Development ..... 281-756-3787  
 ABE/GED ..... 281-756-3995  
 Health and Medical (*Activity Director, CPR, CNA, CMA, Dental, Massage, Medication Aide, NCRT, Phlebotomy & Veterinary Assistant*) ..... 281-756-3787  
 Industrial Training (CNC Mach./CDL/Welding/Pipefitting) ..... 281-756-3787  
 Information Technology ..... 281-756-3904  
 Safety Education (License to Carry & Motorcycle Safety) ..... 281-756-3787  
 Community/Special Interest Programs ..... 281-756-3787

# ACADEMIC CALENDAR

## Fall 2016

### Fall Semester 2016

April 18-Aug. 8	Registration (w/o late fee)
Aug. 5	Last Friday Closed
<b>Aug. 8</b>	<b>Payment Deadline</b>
Aug. 9-14	Registration/Payment due
Aug. 13	Super Saturday/Registration
Aug. 15-23	Reg./Payment due (\$50 Late Fee)
<b>Aug. 22</b>	<b>Classes Begin</b>
Sept. 5	Labor Day Holiday
Sept. 7	Census Date
Nov. 7	Registration Opens (Spring)
<b>Nov. 14</b>	<b>Withdrawal Deadline</b>
Nov. 18	Grad. Application Deadline
Nov. 23-25	Thanksgiving Holidays
Dec. 2	Weekday Classes End
Dec. 3	Weekend Classes End
Dec. 5-10	Final Exams
Dec. 7	ADN Pinning Ceremony
Dec. 8	CEWD/GED Graduation
Dec. 10	Commencement 10:00 am
Dec. 12	Police Academy Graduation
Dec. 12	Grades Due, 9:00 am
Dec. 14-Jan. 2	Winter Break

### Fall 12 Week Semester

April 18-Sept. 12	Registration (w/o late fee)
<b>Sept. 12</b>	<b>Payment Deadline</b>
Sept. 13-19	Registration (\$50 Late Fee)
<b>Sept. 19</b>	<b>Classes Begin</b>
Sept. 29	Census Date
<b>Nov. 14</b>	<b>Withdrawal Deadline</b>
Nov. 18	Grad. Application Deadline
Nov. 23-25	Thanksgiving Holiday
Dec. 2	Weekday Classes End
Dec. 3	Weekend Classes End
Dec. 5-10	Final Exams
Dec. 10	Commencement 10:00 am
Dec. 12	Grades Due, 9:00 am

### Fall 8-Week Mini 1

April 18-Aug. 8	Registration (w/o late fee)
<b>Aug. 8</b>	<b>Payment Deadline</b>
Aug. 9-22	Registration (\$50 Late Fee)
<b>Aug. 22</b>	<b>Classes Begin</b>
Aug. 29	Census Date
<b>Sept. 26</b>	<b>Withdrawal Deadline</b>
Oct. 11	Classes End/Finals
Oct. 12	Grades Due, 9:00 am

### Fall 8-Week Mini 2

April 18-Oct. 6	Registration (w/o late fee)
<b>Oct. 6</b>	<b>Payment Deadline</b>
Oct. 7-13	Registration (\$50 Late Fee)
<b>Oct. 13</b>	<b>Classes Begin</b>
Oct. 20	Census Date
<b>Nov. 15</b>	<b>Withdrawal Deadline</b>
Dec. 2	Classes End
Dec. 5-9	Finals
Dec. 12	Grades Due, 9:00 am

### Holiday Mini

April 18-Dec. 8	Registration (w/o late fee)
<b>Dec. 8</b>	<b>Payment Deadline</b>
Dec. 9-12	Registration (\$50 Late Fee)
<b>Dec. 12</b>	<b>Classes Begin</b>
Dec. 13	Census Date
<b>Dec. 28</b>	<b>Withdrawal Deadline</b>
Jan. 3	Classes End/Finals
Jan. 4	Grades Due, 9:00 am

## Spring 2017

### Spring Semester 2017

Nov. 7- Jan. 9	Registration (w/o late fee)
Dec. 14-Jan. 2	Winter Break
Jan. 3	College Opens
Jan. 7	Super Saturday/Registration
<b>Jan. 9</b>	<b>Payment Deadline</b>
Jan. 10-18	Registration/Payment due (\$50 Late Fee)
Jan.16	MLK Holiday
<b>Jan. 17</b>	<b>Classes Begin</b>
Feb. 1	Census Date
Feb. 24	Faculty & Staff Development Day (Campus Closed)
March 4	Commencement - TDCJ
March 13-17	Spring Break
April 3-May25	Registration Summer 1 & 11 Week
April 13	Grad. Application Deadline
April 14 & 17	Spring Holiday/Study Day
<b>April 19</b>	<b>Withdrawal Deadline</b>
April 20	Registration Opens (Fall)
April 24	Awards Day
May 5	Weekday Classes End
May 6	Weekend Classes End
May 8-13	Final Exams
May 10	ADN Pinning Ceremony
May 13	Commencement 10:00 am & 1:30 pm
May 15	Grades Due, 9:00 am
May 19	First Friday Closed
May 23	CEWD/GED Graduation
May 25	Police Academy Graduation

### Spring 12 Week Semester

Nov. 7-Feb. 2	Registration (w/o late fee)
<b>Feb. 2</b>	<b>Payment Deadline</b>
Feb. 3-13	Registration (\$50 Late Fee)
<b>Feb. 13</b>	<b>Classes Begin</b>
Feb. 23	Census Date
Feb. 24	Faculty & Staff Development Day (Campus Closed)
March 13-17	Spring Break
<b>April 10</b>	<b>Withdrawal Deadline</b>
April 14 & 17	Spring Holiday/Study Day
May 5	Classes End
May 8-11	Final Exams
May 15	Grades Due, 9:00 am

### Spring 8-Week Mini 1

Nov. 7-Jan. 9	Registration (w/o late fee)
<b>Jan. 9</b>	<b>Payment Deadline</b>
Jan. 10-17	Registration (\$50 Late Fee)
<b>Jan. 17</b>	<b>Classes Begin</b>
Jan. 24	Census Date
<b>Feb. 21</b>	<b>Withdrawal Deadline</b>
March 6	Classes End/Finals
March 7	Grades Due, 9:00 am

### Spring 8-Week Mini 2

Nov. 7-March 1	Registration (w/o late fee)
<b>March 1</b>	<b>Payment Deadline</b>
March 2-8	Registration (\$50 Late Fee)
<b>March 8</b>	<b>Classes Begin</b>
March 22	Census Date
<b>April 24</b>	<b>Withdrawal Deadline</b>
May 5	Classes End
May 8-11	Finals
May 15	Grades Due, 9:00 am

### Spring Mini 3

Nov. 7-May 3	Registration (w/o late fees)
<b>May 3</b>	<b>Payment Deadline</b>
May 4-15	Registration (\$50 Late Fee)
<b>May 15</b>	<b>Classes Begin</b>
May 16	Census Date
<b>May 22</b>	<b>Withdrawal Deadline</b>
May 30	Classes End/Finals
May 31	Grades Due, 9:00 am

## Summer 2017

### Summer 1 and 11 Week - 2017

April 3-May 24	Registration (w/o late fee) Summer 1 & 11 Week
<b>May 24</b>	<b>Payment Deadline</b>
May 25-June 6	Registration (\$50 Late Fee)
May 29	Memorial Day Holiday
<b>June 5</b>	<b>Classes Begin</b>
June 8	Census Date - Summer 1
June 22	Census Date 11-Week
<b>Jun 28</b>	<b>Withdrawal Deadline -Summer 1</b>
July 4	July 4th Holiday
July 10	Summer 1 Classes End/Finals
July 11	Grades Due, 9:00 am

### Summer 2 - 2017

April 3-July 3	Registration (w/o late fee)
<b>July 3</b>	<b>Payment Deadline</b>
July 4-13	Registration (\$50 Late Fee)
July 4	July 4th Holiday
<b>July 12</b>	<b>Summer 2 Classes Begin</b>
July 18	Census Date
<b>July 31</b>	<b>Withdrawal Deadline - Summer 2 &amp; 11 Week</b>
Aug. 1	Grad. Application Deadline
Aug. 15	Summer 2 & 11 Week Classes End/Finals
Aug. 16	Grades Due, 9:00 am

# 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. The Pearland Center was closed in 2013.

In 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 over 5,000. During this period of growth, Alvin Community College has had five presidents. The sixth president joined the college in 2014 and is embracing the challenge of strategically moving the college forward.

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	1976-2014
Dr. Christal M. Albrecht	2014 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 Statement

*Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.*

## Vision Statement

*As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College's focus will be to promote student success, enhance quality of life and support economic development.*

## Institutional Goals

In 2015 the Board of Regents approved the following goals as part of the Strategic Plan 2016-2021:

- 1 Alvin Community College will develop itself as an evidence-based, data-driven organization to improve organizational efficiency and increase student achievement, completion and success.
- 2 Alvin Community College will plan and develop a campus in the vicinity of the west side of the taxing district, and address facilities' needs and technology update for existing campus.
- 3 Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.
- 4 Alvin Community College will develop programs and partnerships to meet employment needs of the community.
- 5 Alvin Community College will maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.
- 6 Alvin Community College will strengthen its human resources' capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.

## 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 and Art Instruction Laboratory.

- A** The first floor of the "A" building contains the Department of Information Technology, Office of the Vice President of Student Services, Admissions Office, Advising Services, Disability Services, Financial Aid Office, Registrar's Office, Testing Center, 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 other offices.
- B** 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 offices of the President, Vice President of Instruction, and Vice President of Financial & Administrative Services, as well as other various offices.
- C** The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Child Development Laboratory School. The Dean of Professional, Technical and Human Performance is located across from the childcare

center. The second floor contains a multi-purpose conference room, faculty offices and classrooms, as well as offices used by the Upward Bound program and the Marketing department.

- D** Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop. 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 office administration lab.
  - E** The Student Center consists of the Game Room, Student Activities offices, Campus Café, College Store, and Study Grounds Coffee Bar. Students may also obtain their Student ID in the Student Center.
  - F** 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.
  - G** The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Academic Dean of Arts & Sciences and Academic Dean of General Education & Academic Support.
- J/I** The Art Instruction facilities contains offices and space for art instruction and creation (ceramics, sculpture & jewelry making).
- H** The Continuing Education Workforce Development Center contains the office of the Executive Director/Dean, Continuing Education & Workforce Development, classrooms, and laboratories supporting workforce training in health sciences, information technology, commercial driving and contract training. Campus Police is also located in this building.
  - S** The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Directors, and office of the Dean of Legal and Health Sciences.
  - N** The Occupational Technical Building includes a drafting lab/classroom, computer laboratories, six classrooms, faculty offices, Process Technology lab, and the Criminal Justice Training Center.
  - K** 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.
  - R** 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 216 people and kitchen facilities.

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



## Public Notice, Compliance Statements

### The Campus Sexual Violence Elimination Act

Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act which is a 2013 amendment to the Federal Jeanne Clery Act. SaVE was designed by advocates, victims, survivors, and a bi-partisan coalition in Congress as a companion to Title IX to help bolster the response to and prevention of sexual violence in higher education.

Campus crime statistics are reported on the college home page - [www.alvincollege.edu](http://www.alvincollege.edu).

### VAWA (Violence Against Women Reauthorization Act)

Under VAWA, new students and new employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. ACC offers prevention and awareness programs through the office of Student Activities.

### Sexual Assault, Domestic Violence, Dating Violence, and Stalking Defined

Sexual assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

### Reporting an Incident

ACC encourages anyone who has experienced a sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident immediately to Alvin Community College Campus Police Department at 281-756-3700. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Vice President of Student Services, (who also serves as the student Title IX Coordinator) at 281-756-3517, Alvin Community College Counselors 281-756-3531, or Coordinator of Student Activities 281-756-3686. College employees who have experienced a sexual assault, domestic violence, dating violence, or stalking

may also report an incident to the Office of Human Resources at 281-756-3639. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

### 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 Advising Services. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Director of Advising Services.

**Sex Offender Information:** The college complies 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. Access the State of Texas Sex Offender database [www.records.txdps.state.tx.us/sex\\_offender/](http://www.records.txdps.state.tx.us/sex_offender/).

### Student 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).

### 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.

### 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 if any of the information listed above is not to be released.

A student must complete the FERPA Non-release Form in person and provide picture identification to the Admissions Office staff. A student also has the right to allow designated individuals to view their non-directory information. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification to the Admissions Office staff. No information will be given by 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 not 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**

ACC's Marketing Department photographs still and video pictures 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. Permission will always be requested from the student prior to use.

**Religious Holy Days**

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code, §51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be

completed. Any disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction. The student and instructor shall abide by the decision of the Vice President of Instruction.

**Substance Abuse Policy Statement**

Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both cultural and individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibits the unlawful possession, use or distribution of tobacco, alcohol, illegal and prescription drugs.

**Tobacco Policy**

Alvin Community College limits smoking to campus parking lots and private vehicles parked on college property. Smoking (including E-cigarettes) is not allowed anywhere on the ACC campus.

**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 Misconduct**

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 are to create an intimidating, hostile, or offensive environment for the student.

**Racial Harassment or Discrimination**

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment or discrimination and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment or discrimination will not be tolerated. Students believing that they have been victims of racial harassment or discrimination should report such incident to the Vice President of Student Services. Employees should report incidents to the Executive Director of Human Resources. Every reported incident of racial harassment or discrimination will be thoroughly and promptly investigated with the cooperation of the person being harassed.

**Title IX - Equal Educational Opportunity**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive Federal financial assistance.

**Title IX Coordinators Responsible for Implementation and Enforcement**

Students may receive information about rights and grievance procedures by going to the "What is Title IX" Quick Link on the ACC Website or by contacting the office of the Vice President of Student Services. Employees and others may contact the Executive Director of Human Resources or see the Board of Regents Policy Manual, Sec. 13.22 for more information on sexual harassment.

**Filing a Grievance**

The Office of the Vice President of Student Services and the Executive 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 administrative personnel should immediately contact the Vice President of Student Services and/or the Executive Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a Title IX Discrimination Complaint Form (<http://www.alvincollege.edu/Quick-Links/What-is-Title-IX>) to the Vice President of Student Services. 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 as outlined in the Student Handbook.

**Child Protection and Sexual Abuse Training**

Alvin Community College, in compliance with SB 1414 and Texas Education Code 51.976 mandates Sexual Abuse Awareness Training for college employees involved in any campus programs for minors' such as camps for various activities including athletics, cheerleading, debate, theater, dance, and music.

The legislation defines a 'campus program for minors' as any program that is (1) operated by or on the campus of an institution for higher learning; (2) for the purpose of recreation, athletics, religion or education; (3) for at least 20 campers; (4) who attend or temporarily reside at the camp for all or part of at least four days. The college will provide information and documentation to the Texas Department of State Health Services (TDSHS) demonstrating that each employee of the campus program for minors has completed a state-approved Sexual Abuse Awareness Training Program.

**Social Media Statement**

Social media has fundamentally changed the way communication occurs as individuals and as a college. Alvin Community College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the college community which includes students, faculty, staff, parents, alumni, and other interested parties. Students using social media are governed by the same policies and rules of conduct that apply to all other activities at Alvin Community College. Even activities of a private nature conducted away from the College may subject a student to disciplinary action if they reflect poorly on the College, interfere with the conduct of College business, or are threatening to the safety of others. Please refer to the Student Handbook for a comprehensive list of general cautionary recommendations.

**EEOC Statement**

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

# Academic Policies & Regulations

## Admissions Office

Alvin Community College is an open admission institution defined as all students being eligible for general admissions. However, admission to the College does not guarantee admission to specific competitive programs. Some departments require that the student obtain departmental approval before registering for their programs and courses, and special requirements for acceptance will apply. See the Admission to Specific Curriculums section for further details.

To apply or to request information in person, visit the Admissions Office in the A Bldg. Correspondence regarding admission should be addressed to the Registrar's Office.

All students enrolling at ACC for the first time must be advised by Advising Services. Students should complete testing before their advising session, or bring TSI Assessment scores or Proof of Texas Success Initiative (TSI) exemption to the session (see Testing section for further details).

## Admission Categories

### • High School Graduate

A student is accepted as a high school graduate when they report on the admissions application that they graduated from a public state recognized high school, a private regionally accredited high school or TEPSAC recognized high school or a home school where the instruction was supervised and/or administered by the parent.

### • GED - General Equivalency Diploma

A student is admitted as a GED graduate when they report on the admissions application that they completed the General Equivalency Diploma in Texas or another state.

### • Former ACC Student

\* Returning ACC students (or students who have not attended for at least one academic year; fall, spring, summer) are required to submit a new admission application and transcript(s) from college(s) since attending ACC.

### • College Transfer Students

\* Transfer students are required to submit official transcripts from all previous colleges.

### • Dual Credit

A student is accepted for the dual credit program when Texas Success Initiative standards have been met or the student qualifies for an exemption. Students must also meet ACC admission requirements and have approval from high school and college dual credit representatives.

### • International Students

Non U.S. citizens may be admitted as international students. Students seeking admission are required to make an appointment with the advisor for international students.

### • Special Admissions

Students who do not qualify for admission under other categories, may be admitted by individual approval. Students in this category may not qualify for federal financial aid.

### • Out of Country High School Diploma

Students who earned a high school diploma from an out of country high school may enter Alvin Community College under Individual Approval status. Those who plan to apply for financial aid must have their transcripts formally translated and evaluated by an approved evaluation service (See Evaluation of Previous Education section) OR successfully complete the GED prior to seeking admission to the college.

\* EDI/SPEEDE E- formatted transcripts are preferred.

## 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 Alvin Community College application form and a \$25.00 US application fee. Application and information at <http://www.alvincollege.edu/InternationalStudents.aspx>.
2. Official transcripts for a minimum of 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 Evaluation of Credit from Foreign Institutions.
3. A minimum score of 525 on the TOEFL (paper based), and 70 on the TOEFL (internet based) or Band 6 range on the IELTS. Students with competency in English instruction, or from English speaking countries, will not be required to submit TOEFL or IELTS scores.
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 Hepatitis B and Meningitis.
6. For students transferring from another U.S. college or university, the student must have an international student Advisor's Report from the International Student Office at the institution.

Once admitted to Alvin Community College, students must obtain personal health insurance for the duration of their studies, provide a \$500 security deposit and complete the TSI assessment; this test must be taken before enrolling at ACC.

International students interested in receiving admission information should email: [International@alvincollege.edu](mailto:International@alvincollege.edu).

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service agency as listed under Evaluation of Credit from Foreign Institutions.

## Student Guidelines to Maintain Legal F-1 Status

- Maintain a valid passport for at least six months into the future.
- Full time status is required. Nine of the twelve required hours must be taken as classroom lecture courses.
- Students may not attend classes without completing registration and payment of tuition and fees.
- The student must attend all scheduled class meetings.
- Students may not exceed three absences deemed unexcused by the Primary Designated School Official.
- Students who are enrolled in developmental courses must attend classes and participate in instructional activities and labs. Failure to attend and participate could result in being dropped from all classes.
- Concurrent enrollment at other colleges/universities must be approved by the International Student Advisor.
- Maintain good academic standing of 2.0 GPA or better.
- A change of major requires a new I-20. Contact the International Student Advisor at least 30 days prior to the beginning of the new program.
- Contact the International Student Advisor before changing schools.
- Off-campus employment requires authorization from the USCIS (U.S. Citizenship and Immigration Services).
- Report a change of address, phone number, or email address to the Admissions Office and to the International Office within ten days.
- Meet all financial obligations at Alvin Community College. If problems arise, talk to the International Student Advisor.
- Request travel authorization from the International Student Advisor at least two weeks before leaving the U.S.

## Admission to Specific Departmental Programs

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

- Child Development/Education
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Emergency Medical Technology
- Law Enforcement (Police) Academy
- Neurodiagnostic Technician
- Nursing
- Nursing-Transition
- Pediatric Echocardiography
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

Departmental admission requirements are listed in the educational programs section of the catalog.

Students may be admitted to a program, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific program may be eligible to re-apply for that program after satisfactorily completing preparatory coursework. Admission to these programs is determined by the departments.

Admission to certain programs of study or specific student campus employment positions may require a criminal background check. These checks may be required by law for program approval or accreditation, or to promote campus safety. Contact the department chair to determine if a background check is required for the program.

## Transcripts

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to ACC 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 census date of the first semester of attendance. 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. EDI-Electronic Data Interchange/SPEEDE is the preferred method for sending and receiving transcripts.

## Placement Testing Requirement

Although testing is not an admission requirement, it is required for registration. Test scores are used to place students in appropriate courses. Students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TSI Assessment scores prior to registration. Testing information may be found on the ACC website. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed.

## 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 conditions allow students to be classified as Texas residents and are entitled to pay in-state resident tuition if:

- 1) - 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) - 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.

### 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 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 taxing boundaries of the ACC district at the time of admission will be classified an in-district student.

**Out-of-District** - A Texas resident who physically resides outside the geographic taxing boundaries of the ACC district at the time of their admission will be classified an out-of-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 Admissions Office 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-of-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
- 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. 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) Employment documentation showing student's name and location of employment that includes 12 months or an employer's statement on company letterhead indicating dates of employment (beginning and current or ending dates) and location of employment that encompass a minimum of 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.

- Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent.
- Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas which is regularly operated without the intention of liquidation for the foreseeable future.
- Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained residency in Texas. Supporting documentation may be required.

C) Documentation must accompany at least one type of document 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 12 months preceding the census date
- Texas driver's license or Texas ID card that has not expired and if it reflects an origination date, shows an origination date of at least 12 months prior to the census date.
- Texas voter's registration card that is issued more than 12 months prior to the census date.
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date.
- Cancelled checks that reflect a Texas residence for the 12 consecutive 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 whose placement scores indicate a need to enhance their academic program. However, all students enrolling at Alvin Community College must have scores from a prior approved test or complete the new TSI Assessment.

Scores from students declaring an intent to enroll in a Level One Certificate program are used for diagnostic purposes only and not for placement purposes.

### Required Scores to Meet College Readiness Standard

The state minimum passing standard is a score of 351 in reading; 350 in mathematics; and a score of at least five on the English essay with a writing score of 350, or four on the English essay with a writing score of 363, or four on the ABE writing diagnostics with a five on the English essay.

### TSI Exemptions - Scores are valid for 5 years

ACT – A composite score of 23 with:

- a minimum of 19 on math for an exemption in math and/or
- a minimum of 19 on English for an exemption in reading and writing

SAT – A combined critical reading and math score of 1070 with:

- a minimum of 500 on math for an exemption in math and/or
- a minimum score of 500 on critical reading for an exemption in reading and writing

TAKS –

- A minimum score of 2200 in math for an exemption in math and/or
- 2200 in English Language Arts - with an essay score of 3 for an exemption in reading and writing.

STARR - end of course assessment

- Algebra II-Level 2
- English III-Level 2

Degree Exempt - Students who have an associate or baccalaureate degree from a regionally accredited post-secondary institution or from a college recognized international institution are exempt from all Texas Success Initiative requirements.

Transfer Exempt/Passed – Students whose previous Texas public college or university has determined that they have met minimum passing standards in reading, writing, and/or math are exempt in the curricular area/s indicated. Scores must be verified by an official transcript.

Private/Out of State Transfer Exempt - Students who transfer from a regionally accredited college or university and have earned at least three semester hours of college level credit in a designated college core class, are exempt upon entry. These credits must be verified by an official transcript.

Course Exempt - Students who have completed a restricted course from a regionally accredited college or university earning a grade of C or higher are exempt in the curricular area of that course. See an academic advisor to determine this status.

Veteran Exempt – Students who were honorably discharged, retired or released from active duty in the armed forces, Texas National Guard or any reserve component of the armed forces on or after August 1, 1990 may be exempt. A DD214 showing discharge status and date is required.

Military Waiver - Students on active duty in the armed forces, the Texas National Guard, or any reserve component of the armed

forces and have been serving for at least three years preceding enrollment may be exempt.

ESOL - Students in ESOL programs may be granted an ESOL waiver from TSI testing. The ESOL waiver must be removed after the student attempts 15 hours of ESOL coursework/interventions, or attempts entry level freshman coursework.

### Waived Level One Certificate Programs

Students enrolled in any waived program are waived from TSI Assessment and any developmental education. Course prerequisites will still apply, however. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver.

Eligible certificate programs include:

Basic Law Enforcement Academy	Emergency Med Tech - Advanced
Child Develop/ Early Childhood	Industrial Design Technology
Child Develop/ Early Child. Adm	Management
Computer Info. Tech.	Office Administrative Support
Computer Info. Tech.- Networking	Office Assistant
Court Reporting Scopist	Pharmacy Technician
Crime Scene Technician	Process Technology
Culinary Arts	Radio / TV Broadcasting
Culinary Arts Management	Substance Abuse Counseling
Emergency Medical Technology	Vocational Nursing

### Individual Educational Plan

Students who do not score 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:

- 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 one of the following sequences is completed:

1. The student takes the TSI Assessment and passes.
2. The student passes with a grade of C or better the required developmental course sequence for the subject area not passed.

### Developmental Course Requirement

Students who fail one or more sections of the TSI Assessment must enroll in and attend a developmental course for at least one of the failed sections each semester until all sections are passed, or required developmental courses are completed with a grade of "C or better".

### Developmental Courses

The College offers developmental courses in basic math, reading and writing. 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:**

NCRW 0200 (Non Course Integrated Reading &amp; Writing)

NCBM 0200 (Non Course Math)

INRW 0309

INRW 0310

MATH 0310

MATH 0311

MATH 0312

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

**Prerequisites and Co-requisites**

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 TSI Assessment; 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.

**ESOL**

Students whose first language is not English and who need instruction on reading and writing standard English should meet with an advisor, who may refer them to an ESOL specialist on campus. Depending on students' language proficiency and educational goals, the student may enroll in ESOL or developmental classes as a credit or non-credit student, or they may be referred to services offered with a community resource. Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to ensure that lack of English language skills will not restrict admission and participation in its programs.

**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 are required to enroll in PSYC 1300 (Learning Strategies) during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

PSYC 1300 (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.

**Student Responsibility-Course Selection**

The College provides students with information and assistance in making academic decisions. Advising Services, program directors, and department chairs assist students with course selections. 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 may be 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 communicating with an advisor regarding TSI and other testing requirements.

Students transferring credit from ACC are responsible for following the transfer policies of the receiving college or university. Students are encouraged to meet with an ACC advisor for assistance with transfer advising.

**Texas Common Course Numbering System**

Alvin Community College participates in the Texas Common Course Numbering System (TCCNS). 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.

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. Zero (0) as the first digit of the number identifies a course as remedial/developmental in content. Such courses are not 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**

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 does 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 coursework for which there is no ACC equivalent may be transferred as elective credit. Transferred grades must meet departmental degree criteria. Transferred coursework is posted to the student's record using Texas common course numbers to assist transfer students with course selection. Course selection and the non duplication of coursework are the responsibility of the student.

**Evaluation of Credit from Foreign Institutions**

Alvin Community College accepts credit from foreign institutions when evaluated from one of the approved 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  
International Education Services  
One Dupont Circle, NW; Suite #520, Washington DC 20036-1135  
Phone: 202-296-3359, FAX: 202-822-3940  
<http://ies.accrao.org/evaluations/>



Educational Credential Evaluators, Inc.  
P. O. Box 514070, Milwaukee, WI 53203-3470  
<http://www.ece.org>

Foreign Credentials Service of America  
1910 Justin Lane, Austin, TX 78757  
<http://www.foreigncredential.org>

Education Evaluators International, Inc.  
11 South Angell Street #348, Providence, RI 02906  
<http://www.educei.com>

Global Credential Evaluators, Inc.  
P.O. Box 9203, College Station, TX 77842-9203  
<http://www.gceus.com>  
Phone: 1-800-707-0979

International Academic Credential Evaluators, Inc.  
PO Box 2465  
Denton, TX 76202-2465  
Email: [staff@iacei.net](mailto:staff@iacei.net)  
Phone: 940-383-7498  
<http://www.iacei.net/>

International Education Research Foundation, Inc.  
Credentials Evaluation Service  
P.O. Box 3665, Culver City, CA 90321  
<http://www.ierf.org>

National Association of Credential Evaluations Services  
<http://www.naces.org/>

RIA International Education Consultants  
9461 LBJ Freeway, Suite 206, Dallas, TX 75243  
<http://www.riaec.org>  
Phone: 214-575-5404

SDR Educational Consultants  
10134 Hammerly, No. 192  
Houston, TX 77080  
713-460-3525  
713-460-5344 (FAX)  
Email: [sdrodrig@aol.com](mailto:sdrodrig@aol.com)

Span Tran Educational Services, Inc.  
2400 Augusta Dr., Suite 451, Houston, TX 77057  
<http://www.spantran.com>  
Phone: 713-266-8805

Worldwide Education Consultant Services  
5521 N. Expressway 77, Brownsville, TX 78520  
Brownsville Email: [info@wecseval.com](mailto:info@wecseval.com)  
Brownsville Phone: 956-350-4660  
Houston Phone: 281-829-9243  
Houston email: [wecshouston@wecseval.com](mailto:wecshouston@wecseval.com)

World Education Services Foreign Academic Credential Evaluation  
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745  
[www.wes.org](http://www.wes.org)

## Articulated Credit Program

Articulated Credit is the process of completing classes at the high school level that translate, or articulate, into college courses in the same discipline. Completing the high school classes within certain parameters allows the student to apply for full credit of the

corresponding course at Alvin Community College at no charge. To receive Articulated Credit, a high school student must earn an 80 or above in the articulated class, file a petition for credit within 15 months of graduation, be recommended by the teacher, and major in an articulating associate of applied science program at ACC. This ensures that students entering the workforce in these technological environments have the competencies and skills necessary to succeed.

## Nontraditional Learning Credit

Nontraditional Learning credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college coursework, military training, and credit by examination (departmental and national exams). Nontraditional credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students planning to transfer nontraditional credit should confer with the receiving institutions.

The evaluation of Nontraditional Learning 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 (ACE Guide), published to the American Council on Education. This guide is located in the Registrar's Office and in Advising Services.

Nontraditional credit will be evaluated and approved by the Department Chair, the Dean of the respective subject and the Vice President of Instruction, 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 paid. Fees for nontraditional credit are waived for veterans with honorable or general conditions discharge.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to a currently enrolled ACC student after the census date of the term.
- 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.
- There is no charge for transcription of AP/CLEP/IBD/DSST credit.

## Types of Nontraditional Learning Credit

### Continuing Education Workforce Overlay Courses

An overlay course is a semester credit course offered to current or former ACC credit students for continuing education units rather than academic credit. 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 carry the same tuition and fees as credit classes.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form available in the Admissions Office.

- Academic credit will count as resident credit.
- A grade of A, B, or C will be assigned.

### Credit for Military Service

Credit for prior military service/training is available to eligible veterans when the following criteria are met:

- Graduated from an accredited public or private high school or a school operated by the US Department of Defense;
- Is honorably discharged with a minimum two years of service in the armed forces or was discharged because of a disability.

The college will award the following upon the student's request:

- Two hours of physical activity credit from the DD214;
- course credit directly equivalent and applicable to the student's major from the military transcript (AARTS, SMART, CCAF), based on ACE Guide recommendations.
- up to 12 hours of college elective credit to satisfy any elective course requirements in the student's degree program.

### National Credit by Examination

Credit by examination offers students an opportunity to earn credit for previous knowledge. Types of national examinations considered for credit include Advanced Placement (AP) tests, College-Level Examination Program (CLEP), Dantes (DSST) and the International Baccalaureate Diploma Program. Content of any examination must be equivalent to a course in the current course catalog of the College.

### 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:

- Check with the Department Chair to determine if a departmental examination is offered
- Apply for Credit by Exam at the Admissions Office
- Pay the non traditional exam fee prior to attempting credit by examination.

Credit earned and a 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, but are not calculated in the ACC GPA.

### Life Work Experience

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

### Foreign Language Nontraditional Credit

Students may earn up to 11 hours of nontraditional foreign language credit when the placement exam, taken prior to semester registration, grants placement into a higher level course. Credit may be claimed for the lower level course(s) if a grade of "C" or higher is earned in the advanced course. Refer to the college procedure - Requesting Credit-Nontraditional Learning.

### Requesting Credit - Nontraditional Learning

1. Initiate the request for credit in the Admissions Office by completing the Application for Nontraditional Learning
2. Pay the Nontraditional Evaluation fee at the cashier window \*
3. Submit the Application for Evaluation of Nontraditional Learning, any required documentation, and proof of payment to the Admissions Office
4. Students will be notified via USPS mail
5. CLEP College Level Examination Program and AP-Advanced Placement exams require the direct submission of the score report to the college from the testing company. For currently enrolled ACC students taking CLEP exams through the ACC Testing Center, scores are automatically submitted for them. These exams are not charged the evaluation fee. Credit is based upon the Score Chart found in the Nontraditional Learning section of this catalog.

\*CLEP and AP exams are not charged the evaluation fee.

## DSST Exams (DANTES)

Test Title	Minimum Score	Credit Hours Awarded	ACC Course
General Anthropology	47	3	ANTH 2346
Human/Cultural Geography	48	3	GEOG 1302
Lifespan Developmental Psychology	46	3	PSYC 2314
Introduction to Business	<b>46/400</b>	3	BUSI 1301
Introduction to Computing	<b>45/400</b>	4	COSC 1401
Introduction to World Religions	<b>48/400</b>	3	PHIL 1304
Management Information Systems	<b>46/400</b>	4	BCIS 1405
Personal Finance	<b>46/400</b>	3	BUSI 1307
Physical Geology	46	3	GEOL 1403
Principles of Financial Accounting	47	3	ACCT 2301
Principles of Statistics	<b>48/400</b>	3	MATH 1342

(Bold = Exams revised in 2008-2009)

## 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 COURSE
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:		
<b>French</b>		
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
<b>German</b>		
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
<b>Spanish</b>		
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, COSC 1401
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

## 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 2305
American Literature		50	3	ENGL 2328
Analyzing & Interpreting Literature		50	3	ENGL 2333
Art / Art History	3		6	ARTS 1303 / 1304
Art / Studio Art: Drawing	3		6	ARTS 1316 / 1317
Art / Studio Art: 2-D Design	3			ARTS 1311
Art / Studio Art: 3-D Design	3			ARTS 1312
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
College Composition		50	3	ENGL 1301
English Literature		50	3	ENGL 2323
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, Level II		59	11	FREN1411/ 1412
French Language	3		8	FREN 2311 / 2312
French Literature	3		14	FREN 1411/ 1412
German Lang, Level I		50	8	FREN 2311/2312
German Lang, Level II		60	11	FREN 1411/1412
German Language	3		8	FREN 1411/1412
Government & Politics / US	3		3	FREN 2311/2312
History of the US I: US to 1877		50	3	GERM 1411, 1412
History of the US II: 1865 to present		50	3	GERM 1411/ 1412
Human Growth and Development		50	3	GERM 2311
Human Geography	3		3	GERM 1411/ 1412
Information Systems & Computer App		50	3	GOVT 2305
Language & Composition Test	3		6	HIST 1301
Literature & Composition Test	3		6	HIST 1302
Macroeconomics	3		3	PSYC 2314
Macroeconomics, Principles		50	3	GEOG 1302
Management, Principles		50	3	BCIS 1305
Marketing, Principles		50	3	ENGL 1301 / 1302
Microeconomics	3		3	ENGL 1301 / 1302
Microeconomics, Principles		50	3	ECON 2301
Physics 1	3		4	ECON 2301
Physics 2	3		4	BMGT 1303
Physics C Electricity / Magnetism	3		4	MRKG 1311
Physics C Mechanics	3		4	ECON 2302
Precalculus		50	4	ECON 2302
Psychology	3	50	3	PHYS 1401
Sociology		50	3	PHYS 1402
Spanish Lang., Level I		50	8	PHYS 2426
Spanish Lang., Level II		63	14	PHYS 2425
Spanish Language	3		8	MATH 2412
Spanish Literature	3		11	MATH 2412
Statistics	3		3	PSYC 2301
US History	3		6	SOCI 1301
Western Civilization I: Ancient East to 1648		50	3	SPAN 1411 / 1412
Western Civilization I:1648 to present		50	3	SPAN 1411/ 1412
World History	3		3	SPAN 2311/ 2312
				SPAN1411/ 1412
				SPAN 1411/ 1412
				SPAN 2311
				MATH 1342
				HIST 1301 / 1302
				HIST 2311
				HIST 2312
				HIST 2321

- 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 Admissions Office.

# CORE OBJECTIVES

X = Required Core Objectives    O = Optional Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
<b>Communication</b>	6	X	X	O	X	O	X
Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.							
<b>Mathematics</b>	3	X	X	X	O	O	O
Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.							
<b>Life and Physical Sciences</b>	6	X	X	X	X	O	O
Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.							
<b>Language, Philosophy &amp; Culture</b>	3	X	X	O	O	X	X
Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.							
<b>Creative Arts</b>	3	X	X	O	X	X	O
Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.							
<b>American History</b>	6	X	X	O	O	X	X
Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.							
<b>Government/Political Science</b>	6	X	X	O	O	X	X
Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.							
<b>Social &amp; Behavioral Sciences</b>	3	X	X	X	O	X	O
Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.							
<b>Component Area Option</b>	6	X	X	O	O	O	O
a. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas							
b. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:							
(i) Meet(s) the definition specified for one or more of the foundational component areas; and							
(ii) Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.							

Core Objectives

# CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

*Effective Fall 2016*

Component Area	Courses	Hours
<b>Communication 010</b>	<b>Required:</b> ENGL 1301 and ENGL 1302 <u>or</u> 2311	6
<b>Mathematics 020</b>	<b>Select one:</b> MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
<b>Life &amp; Physical Sciences 030</b> <i>(formerly Natural Sciences)</i>	<b>Select two:</b> ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1411, 1412, 2423, 2425 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6
<b>Language, Philosophy &amp; Culture 040</b> <i>(formerly Humanities)</i>	<b>Select one:</b> CHIN 2311, 2312 FREN 2311, 2312 GERM 2311, 2312 SPAN 2311, 2312, 2313, 2315 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 1304, 2306	3
<b>Creative Arts 050</b> <i>(formerly Visual &amp; Performing Arts)</i>	<b>Select one:</b> ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 1351, 1352, 2362, 2366 MUSI, 1306, 1307, 1308, 1309, 1310	3
<b>American History 060</b> <i>(formerly U.S. History)</i>	<b>Select one group:</b> HIST 1301 and 1302 or 2301, HIST 2327 and 2328 or 2301	6
<b>Government / Political Science 070</b> <i>(formerly Political Science)</i>	<b>Required:</b> GOVT 2305 and 2306	6
<b>Social &amp; Behavioral Sciences 080</b>	<b>Select one:</b> ECON 2301, 2302 GEOG 1301, 1303 PSYC 2301 SOCI 1301	3
<b>Component Area Options 090</b>	<b>Select one from each group:</b> <b>Group A:</b> CHIN 1411, 1412 FREN 1411, 1412 GERM 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335 <b>Group B:</b> PSYC 1300 <i>(Can be substituted with other core course upon advisement.)</i>	6
<b>TOTAL CORE CURRICULUM CREDITS</b>		<b>42</b>

Revised: 04-04-16

## Core Curriculum

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

### Core Objectives

- **Critical Thinking Skills (CT)** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills (COM)** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills (EQS)** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork (TW)** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Social Responsibility (SR)** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- **Personal Responsibility (PR)** - to include the ability to connect choices, actions and consequences to ethical decision-making.

### 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.") A student's transcript will indicate core completion.

### Core Completers

Core completers will receive credit for each course transferred. Students will not be required to pass additional core curriculum courses at the transferred public institution unless the Texas Higher Education Coordinating Board (THECB) has approved an expanded core curriculum at that institution.

### Incomplete Core

Students who do not complete the core curriculum may still transfer any credits earned. Students are then required to complete core requirements at the transferred institution.

### 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, 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

A "field of study curriculum," is used to satisfy the lower division requirements for a bachelor's degree in a specific academic area at a post-secondary institution.

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

- Business Administration
- Communications
- Criminal Justice
- Music
- Nursing

### Educational Guarantee

#### Programs – Transfer Credit

Alvin Community College hereby guarantees to students who have graduated with the associate of arts or associate of science degree that course credits earned as part of these degree programs will transfer to those Texas colleges or universities which participate in the Texas Common Course Numbering System under the following conditions:

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Texas Common Course Numbering System Guide.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.

The transfer plan must include:

- courses to be taken for transfer,
- name of college to which student plans to transfer,
- the name of degree and major selected,
- the date the decision was made, and
- an Associate in Arts or Associate of Science degree plan.

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction, within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed 12 semester hours) which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books or other course related expenses.

This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee,

students must begin the process in the Advising Services. This guarantee does not apply when degree requirements set by some universities vary significantly from ACC's degree programs.

### Technical Programs – Competent Job Skills

Alvin Community College guarantees that recipients of an Associate of Applied Science degree or certificate of completion will have the job skills for entry-level employment in the occupational field for which the student has been trained. If such a degree or certificate recipient is judged by the employer to be lacking in technical job skills (identified as exit competencies for the specific program by ACC), the recipient will be provided up to nine (9) tuition-free credit hours of additional skill training. The following special conditions apply to this guarantee:

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC's catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the appropriate Dean and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. Additional training for skill deficiencies shall be limited to nine (9) tuition-free credit hours under conditions described above.

### Registration

All credit students must be admitted and comply with TSI requirements before they may register for classes unless enrolled in a Level One Certificate program. 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.

### Class Schedules

Class schedules are considered an extension of the catalog. The class schedule contains courses being offered during the given semester and are released for all scheduled registrations. At the time schedules are released, it is the intention of the College to teach the classes according to the information (date, time, instructor, location). The College reserves the right, however, to

make necessary adjustments to the schedule as circumstances warrant. The website provides the most current listing of available courses.

### Audit Registration

Audit registration, based upon space availability, allows a student to enroll in a course for informational purposes only. No credit or grade is assigned for audit status. Audit registration is an option for students who have previously earned credit who need to refresh or revisit skills.

Audit registration is conducted in the Admissions Office on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

### Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit up to six (6) hours per semester without payment of tuition and fees, on a space-available basis for any course the College offers (Texas Education Code 54.210).

### Academic Classifications

<b>Freshman:</b>	1 to 29 hours
<b>Sophomore:</b>	30 - 60 semester hours
<b>Unclassified:</b>	more than 60 semester hours

#### Full-time Status:

Fall and Spring	12 - 18 semester hours
Summer 11 - Weeks	8 -14 semester hours
Summer 5 - Weeks	4 - 7 semester hours

#### NOTE:

- Students receiving financial aid must meet the credit-hour requirements for their financial aid program.
- Students receiving VA benefits should consult with the VA Advisor to determine enrollment status.
- Students seeking loan deferrals should consult with Financial Aid to determine course load requirements.

### Maximum Course Load

Fall and Spring semester	18 semester hours
Second Start semester	13 semester hours
Summer 11 Week session	14 semester hours
Summer Five Week session	7 semester hours
Combined Summer Five Week and 11 Week sessions	14 semester hours
8 Week Mini session	9 semester hours
3 Week Mini session	4 semester hours

### Student Course Overload Policy

A student may petition to the Vice President of Instruction for additional hours if his/her cumulative grade point average is a 3.0 or higher on a minimum of twelve completed hours at ACC and a justification for the increase is documented and approved.



## Tuition and Fees

Tuition is based upon residency status on file with Alvin Community College Registrar's Office. Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.

### Fall 2016 & Spring 2017

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$135	\$270	\$420	\$7	\$60	\$30	\$22	\$20	\$15	\$10	\$164	\$299	\$434	\$584
2	135	270	420	14	60	30	22	20	15	10	171	306	441	591
3	135	270	420	21	60	30	22	20	15	10	178	313	448	598
4	180	360	560	28	60	30	22	20	15	10	185	365	545	745
5	225	450	700	35	60	30	22	20	15	10	192	417	642	892
6	270	540	840	42	60	30	22	20	15	10	199	469	739	1,039
7	315	630	980	49	60	30	22	20	15	10	206	521	836	1,186
8	360	720	1120	56	60	30	22	20	15	10	213	573	933	1,333
9	405	810	1260	63	60	30	22	20	15	10	220	625	1,030	1,480
10	450	900	1400	70	60	30	22	20	15	10	227	677	1,127	1,627
11	495	990	1540	77	60	30	22	20	15	10	234	729	1,224	1,774
12	540	1080	1680	84	60	30	22	20	15	10	241	781	1,321	1,921
13	585	1170	1820	91	60	30	22	20	15	10	248	833	1,418	2,068
14	630	1260	1960	98	60	30	22	20	15	10	255	885	1,515	2,215
15	675	1350	2100	105	60	30	22	20	15	10	262	937	1,612	2,362
16	720	1440	2240	112	60	30	22	20	15	10	269	989	1,709	2,509
17	765	1530	2380	119	60	30	22	20	15	10	276	1,041	1,806	2,656
18	810	1620	2520	126	60	30	22	20	15	10	283	1,093	1,903	2,803

### Summer 2017

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	\$135	\$270	\$420	\$7	\$60	\$30	\$11	\$10	\$15	\$10	\$143	\$278	\$413	\$563
2	135	270	420	14	60	30	11	10	15	10	150	285	420	570
3	135	270	420	21	60	30	11	10	15	10	157	292	427	577
4	180	360	560	28	60	30	11	10	15	10	164	344	524	724
5	225	450	700	35	60	30	11	10	15	10	171	396	621	871
6	270	540	840	42	60	30	11	10	15	10	178	448	718	1,018
7	315	630	980	49	60	30	11	10	15	10	185	500	815	1,165
8	360	720	1120	56	60	30	11	10	15	10	192	552	912	1,312
9	405	810	1260	63	60	30	11	10	15	10	199	604	1,009	1,459
10	450	900	1400	70	60	30	11	10	15	10	206	656	1,106	1,606
11	495	990	1540	77	60	30	11	10	15	10	213	708	1,203	1,753
12	540	1080	1680	84	60	30	11	10	15	10	220	760	1,300	1,900
13	585	1170	1820	91	60	30	11	10	15	10	227	812	1,397	2,047
14	630	1260	1960	98	60	30	11	10	15	10	234	864	1,494	2,194
15	675	1350	2100	105	60	30	11	10	15	10	241	916	1,591	2,341
16	720	1440	2240	112	60	30	11	10	15	10	248	968	1,688	2,488
17	765	1530	2380	119	60	30	11	10	15	10	255	1,020	1,785	2,635
18	810	1620	2520	126	60	30	11	10	15	10	262	1,072	1,882	2,782

#### Course-Related Fees

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet courses, private music lessons, scuba diving, bowling, etc. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

#### Definitions for Column Headings

- Res-In:** Resident-In District
- Res-Out:** Resident-Out of District
- Non-Res:** Non-resident
- Gen. Svc. Fee:** General Service Fee
- Tech Fee:** Technology Fee
- Reg. Fee:** Registration Fee
- Stu. Serv:** Student Service Fee
- Sec. Fee:** Security Fee
- LRC Fee:** Learning Resources Center Fee
- Bursar Fee:** Business Office Fee

Students with four delinquent payments on their payment plan will be ineligible to set up a future payment plan.

#### Tuition per/hour:

- In District: \$45
- Out of District: \$90
- Non-Resident: \$140
- Credit by Exam (per semester hour) \$50 /semester hr
- Installment Plan Fee \$30
- Diploma Replacement Fee \$45
- Nontraditional Education Fee \$50 /per semester hour
- Non Payment (after census date) \$50
- Technical Program Fee \$10 /per technical course
- Returned Check Fee \$30
- Late Registration Fee \$50
- ID Card Replacement Fee \$5
- Transcript Fee \$5 /transcript
- On-Line Course Fee \$35

\* Registration Fee - Non-Refundable

Unless otherwise noted, all co-ops, internships and labs include a \$15 fee.

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the ACC Cashier.

## Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on student residency status and the number of hours taken. Residency status for tuition purposes will be reclassified or corrected when a student files a Residency Reclassification Petition accompanied with supporting documentation in the Admissions Office. Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline will be withdrawn for nonpayment and will be required to re-register should they desire to enroll. Registration does not guarantee a student will receive their original schedule of initially enrolled courses.

### Course-Related Fees

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet courses, private music lessons and science labs. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the class schedule.

### Active Duty Military Tuition

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the VA Certifying Advisor.

## Higher Tuition Charged for Third Attempt Classes

College level courses (excluding developmental) taken for the third time and thereafter, will be billed an additional fee equal to the current out-of-district hourly rate. This includes courses with grades of W (withdrawn). The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars from Texas taxpayers. Selected courses are exempt from the repeat charges. The following courses are exempt from this rule:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2347	ARTS 2357	*CRTR 1207
*CRTR 1257	*CRTR 1259	CRTR 1304
CRTR 1306	CRTR 2231	CRTR 2301
CRTR 2335	MUAP - all exempt	MUEN- all exempt
MUSC 2447	PHED 1109, 1119	PHED 1122, 1123
PHED 1134, 1136	PHED 1138, 1148	PHED 1145
PHED 1150, 2150	PHED 2100, 2101	PHED 2102, 2103
PHED 2117, 2118	PHED 2119, 2120	PHED 2122, 2123
PHED 2138, 2148		

## Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses. In accordance with Texas Education Code: Students who have attempted 45 or more credit hours beyond the amount required for their (baccalaureate) degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after the census day); this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt.

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the extra hours, nor do any courses taken at a private or out-of-state institution.

## Excess Developmental Education/Courses

Students who exceed 27 hours of developmental courses at Alvin Community College will be charged for each course, an additional fee equal to the current out-of-district fee.

## Payment Plan

Students may opt to pay for fall and spring tuition and fees using the installment plan. This plan allows a student to pay a downpayment at enrollment and the remaining tuition and fees in installments thereafter. The dates of the installments are set by the college. A nonrefundable \$30 fee is assessed at the time the installment plan is executed.

The installment plan is a legally binding contract. Installment plans are available beginning with registration through late registration. Any student failing to make an installment payment will be placed on restriction hold, blocking registration and transcript services.

Students who have been on restriction hold four times for late or missed payments, including ACH returned payments, will no longer be eligible to enroll in the payment plan.

## Non Payment Reinstatement Fee

(Reinstatement subsequent to the census date)  
Students who are withdrawn for failure to pay by the established deadline may be assessed a \$50 non-payment fee.

## Tuition Adjustment for Ad Valorem Tax Payers

College district property owners and their dependents who are Texas residents and do not physically reside in the district are eligible for a waiver of out-district fees. To qualify for a waiver, a student must prove eligibility by noon on the census date for the given semester by providing an ad valorem tax receipt showing ACC District tax status. If the student is a dependent, the student must provide the parent's IRS 1040 for the previous year and an affidavit of dependency for the current year.

## Refund Policy

Refunds will be mailed after the close of the refund period. A student's eligibility for a refund is based on the following regulations:

- The student must officially withdraw in writing
- Withdrawals are dated the day they are received.
- Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the academic calendar each semester.
- If tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.

See course schedule for refund policy.

## Continuing Education Workforce Development Refund Policy

A 100 percent refund, less a \$20 service fee per class, will be given if the student submits a written, signed request for a refund no later than the fifth working day prior to class starting. No refunds will be issued after the five working days before the first class meeting unless class is cancelled by the Continuing Education Workforce Development Department. In this event, 100 percent of the tuition and fees will be refunded. Allow three weeks for checks to be mailed. This policy applies to all Continuing Education Workforce Development classes unless otherwise stated. Course tuition/fees are not transferable from one class to another or from one student to another.

## Tuition Rebate for Baccalaureate Degree

Senate Bill 1907 provides \$1,000 tuition rebates to undergraduate students who complete their first baccalaureate degree while attempting no more than three credits beyond what is required for the degree. The rebates apply only to students who enroll for the first time in an institution of higher education in Fall 1997 or later. Contact Advising Services for complete details.

## Campus Closing Notification

### Inclement Weather & Closing of the College

If severe weather or emergency situations make it advisable to discontinue classes, the College makes every effort to notify students through local television, radio stations and the ACC web site at [www.alvincollege.edu](http://www.alvincollege.edu). Make-up days for official college closings will be scheduled as needed.

## Emergency Notification System

Alvin Community College utilizes an emergency notification system. Contact information for all registered students is made available through the system. It is designed to quickly warn the college community of possible threats, severe weather and school closings through text, email and phone messaging. For more information visit the college web site [www.alvincollege.edu](http://www.alvincollege.edu).

## Emergency Management/Evacuation Plan

An Emergency Management Plan can be found on the college web site that outlines procedures for various emergency situations. Training and evacuation procedures are conducted annually to ensure the safe evacuation of individuals should an emergency arise. Staff and students should immediately report all offenses, incidents, accidents, and suspicious activities to the campus police so that an investigation can be promptly conducted.

## Family Emergency Student Contact

In case of an emergency, students may be contacted through the Alvin Community College Campus Police Office, 281-756-3700.

## Attendance Policy

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend a required TSI course and participate could result in being dropped from all classes. Students unable to attend should contact their instructors as soon as possible concerning the absence.

## Denial/Suspension/Revocation of Admission Limitation on Classes/Attendance

The College may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus if there is evidence that the student's admission, or presence on campus may pose a threat to the safety of the student, other students, the faculty/staff of the College, or College property.

The decision to deny, suspend or revoke admission or to limit classes or presence on campus will be made by the College President or designee based on written and/or oral evidence. The student will be granted due process as outlined in the Student Handbook.

## Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. Instructors may ask a student to leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Disruptive students are subject to disciplinary action as outlined in the Student Code of Conduct as described in the Alvin Community College Student Handbook.

## Assessment and Care Team (ACT)

The Assessment and Care Team consists of a multi-disciplinary group of ACC employees including counselors, faculty, police, and student services staff. The ACT is committed to providing ACC staff, employees and students with supportive resources through a practical, collaborative, and thoughtful approach to the prevention, identification, assessment, intervention and holistic management of situations that may be disruptive in a student's academic progress or to the well-being of campus employees. To educate and empower all members of the College community, resources and procedures are available to prevent, deter, and respond to concerns. The ACT offers assistance to departments and individuals in determining indicators that may be of concern along with resources to support the learning environment.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: [ACareTeam@alvincollege.edu](mailto:ACareTeam@alvincollege.edu), or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

## Classroom Use - Electronic Devices

Alvin Community College establishes the right of each faculty member to determine the use of personal electronic devices in the classroom.

1. College instructors may restrict or prohibit the use of personal electronic devices in their classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or classwork.
2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
3. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.
4. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor.
5. Students who fail to comply with an instructor's restrictions or prohibition will be subject to the Student Discipline and Conduct Code as published in the Alvin Community College Student Handbook or be asked to leave the class.

## Children in Class/Minors/Visitors

The college promotes an educational environment that optimizes learning for all enrolled students. Infants and minor children are not allowed in the classroom, laboratories, or other facilities of the college. Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus. Only officially enrolled students may attend classes.

## Withdrawing from Class/College

Withdrawals may affect financial aid, veteran's benefits, athletic eligibility and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the academic and financial aid advisors. Students are not withdrawn for failure to attend, except in developmental courses.

When withdrawing include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

Online: <http://form.jotformpro.com/form/50835004997966>

A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact [advising@alvincollege.edu](mailto:advising@alvincollege.edu) if an email receipt is not received.

• Mail: Alvin Community College  
Admissions Office  
3110 Mustang Road  
Alvin, TX 77511

• In Person: Admissions Office- A100

## Withdrawals - Students Receiving Financial Aid (Pell Grants and Loans)

Include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

Students receiving financial aid must contact the ACC Financial Aid Office for withdrawal approval. Failure to obtain approval may result in not being withdrawn and receiving failing grades and could result in repayment of financial aid funds.

• Email: [fa@alvincollege.edu](mailto:fa@alvincollege.edu)

All email course withdrawal requests must be sent from the official email address on file with the college. Email address changes can be made on WebACCESS. Failure to obtain FA Office approval may result in the repayment of all monies received. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact [fa@alvincollege.edu](mailto:fa@alvincollege.edu) if a receipt is not received.

• In Person: Admissions Office- A100

## Active Military Withdrawal

Those called into active duty may see the Vice President of Student Services to:

1. Request refund of the tuition and fees
2. Receive an incomplete grade in all courses by designating "withdrawn- military" on the student's transcript.
3. Receive an appropriate final grade if the student has satisfactorily completed a substantial amount of the course.

No penalty assessed to students receiving financial aid.

## Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received at the Admissions Office or received via email after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W. Courses may not be dropped after the posted deadline.

## Six Drop Limit

First-year students enrolled in the fall of 2007 or after, for the first time at any Texas public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the three week mini terms. Drops beyond the maximum of six will be allowed for students who can show good cause for dropping more, including severe illness, active duty military service, or work obligations beyond the student's control. Students who feel they have good cause for an exception should discuss their reasons with a counselor or advisor. Exceptions are granted by the Deans or Vice President of Instruction. Students are encouraged to discuss options with their professors and advisors and to make use of campus resources before deciding to drop a course. Once the six course drop limit has been reached, subsequent drops will be recorded with grades of F. Drops included in the limit will be recorded on the student transcript.

## Grades for Repeated Courses

If a student repeats a course in which a grade (A-F) has been received, the highest grade received is the permanent grade for the course and is used in computing the cumulative grade point average. However, all grades earned in a given course are entered on the transcript. Other colleges may compute the grade point average in a manner different from that of Alvin Community College.

## Grading

### Grade-Point Value

- |    |                            |  |
|----|----------------------------|--|
| A  | Excellent –                | 4.00 per semester hour   |
| B  | Good –                     | 3.00 per semester hour   |
| C  | Average –                  | 2.00 per semester hour   |
| D  | Poor –                     | 1.00 per semester hour   |
| F  | Failure –                  | No grade points per semester hour  |
| AU | Audit –                    | Grade points not assigned  |
| I  | Incomplete –               | Grade points not assigned  |
| IP | In Progress –              | Grade points not assigned  |
|    |                            | An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.  |
| R  | Re-enroll –                | Grade points not assigned  |
|    |                            | The R grade is used with all court reporting machine shorthand courses, CRTR 2231 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG or VNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course. |
| S  | Satisfactory –             | Grade points not assigned  |
|    |                            | The S grade is used only for non course-based developmental instruction and nontraditional education.  |
| U  | Unsatisfactory –           | Grade points not assigned  |
|    |                            | The U grade is used only for non course-based developmental instruction.   |
| W  | Withdrawn –                | Grade points not assigned  |
|    |                            | Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.  |
| WE | Withdrawn/with exception - | Grade points not assigned  |
|    |                            | Students who file withdrawal requests by the published deadline with the Vice President of Student Services and have a legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.  |

An I grade may be extended by the course instructor for one additional semester only when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. If a valid grade change is not submitted by the new deadline, the I grade will convert to an F.

### Calculation of Grade Points

Grade points earned are calculated by multiplying the semester hour value of a course attempted at Alvin Community College by the grade point value of the grade received in the course for grades of A, B, C, D or F. The grades of AU, I, IP, R, S, W and WE, have no point value and are not included in any grade point calculation. Example:

3-semester hour course graded A produces 12 grade points. A GPA calculator is provided on the college homepage.

**Cumulative Grade Point Averages** are computed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College including developmental courses. However, if a course is repeated, only the highest grade is used in calculating the cumulative grade point average. Cumulative GPA's are not rounded up.

**Semester Grade Point Averages** are computed by dividing the total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester, including developmental courses. Semester GPA's are not rounded up.

### Grade Range

As a general guide, the following letter grades are assigned for percentage grades:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Exceptions to this grading system may exist and are published in the course syllabus.

### Grade Reporting

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Grades are available to students by the following means:

- In-person request of a transcript - Admissions Office
- Online - WebACCess at [www.alvincollege.edu](http://www.alvincollege.edu)

### Grade Challenge Petition

Students have one year from the date of the grade assigned to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor and the appropriate Dean. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal from the student must be presented to the appropriate Dean. The instructor will be given a copy of the student's appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor's response should be forwarded to the appropriate Dean who will meet with the student to resolve the dispute. The appropriate Dean will forward the written results of the meeting with the student to the Vice President of Instruction. The Vice President of Instruction may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the Vice President of Instruction will act as chair of the hearing. The decision of the Academic Affairs Committee is final.

## Code of Academic Integrity & Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and are subject to disciplinary measures. See the ACC student handbook for more information.

## Student Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate Dean to the Vice President of Instruction. Further challenge will be referred to the Academic Affairs Committee.

## Academic Honors

### Presidential Scholar

Presidential scholars are selected during the spring term. A student may receive the award one time. To be designated a Presidential Scholar, a student must have:

- completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,
- earned a minimum 3.90 grade point average on all college level courses taken at ACC,
- no grade below a B on any course taken at ACC,
- completed at least 12 college-level semester hours taken at ACC during the previous calendar year, and
- no record or pending charges of disciplinary action or academic dishonesty.

### Dean's List

Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, the list contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

### Merit List

Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, the list contains the names of all students who have earned 7-11 resident college-level semester hours during the semester with a minimum 3.50 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

## Phi Theta Kappa - Honor Society

Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. Membership is limited to students who meet the following requirements:

- Minimum 3.5 GPA
- Completed 15 college hours
- Declared major on file

A letter of invitation is mailed to eligible students.

## Academic Probation/Suspension

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy.

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of six (6) semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. The maximum course load for students on academic probation is 13 credit hours. Students who do not make satisfactory progress in the following programs will be subject to removal from the program:

- Court Reporting
- Diagnostic Cardiovascular Sonography-Adult Echocardiology
- Diagnostic Cardiovascular Sonography-Pediatric Echocardiology
- Diagnostic Cardiovascular Sonography-Vascular Sonography
- Intraoperative Neurophysiologic Monitoring
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Neurodiagnostics
- Nursing
- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

## Student Demographic Information Changes

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the admissions application as disclosed by the student. This information will remain until a Student Data Change Request Form is submitted by the student to the Admissions Office or the student submits an online form on WebACCess. The following changes, however, require verification and documentation must be submitted by the student to the Admissions Office:

1. A name change requires verification of the former and new name in the form of one of the following:
  - Marriage Certificate
  - Divorce Decree
  - Legal Court Document
  - Birth Certificate

Current ID is needed for identification and for change to ACC record.

2. Social security number change/correction requires verification in the form of a social security card.
3. An address change affecting district residency requires verification in the form of one of the following:
  - Driver's License
  - Lease Agreement
  - Other approved documentation
4. An address change effecting state residency requires verification as determined by state legislation. Contact the Admissions Office at 281-756-3531 for more information.
5. A date of birth change requires verification in the form of a birth certificate or a valid state driver's license.

## Email-Official Method of Communication

Email is the college's official method of communication with registered students. Students are required to have a valid email address on file.

## Challenge to Accuracy of Records

Students who desire to challenge the accuracy of their records must present a request in writing to the Registrar. Forms are available in the Admissions Office.

## Records Restriction

A restriction is placed on a student's record for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses, unreturned athletic uniforms and/or equipment, and financial aid or business obligation. The restriction will prohibit the student from future registration, receipt of an official transcript or receiving a diploma. The Admissions Office assists students in determining the office which placed the restriction. Students should contact the appropriate department (i.e., library, college police, etc.) to clear the obligation.

## Transcript Requests

Students may request transcripts through WebACCESS. The processing fee is \$5 per transcript request. Official transcript requests may also be submitted in person at the Admissions Office in A-100 or by mail with a \$5 money order. If an accompanying form is requested to be mailed with the transcript, or if the only attendance was prior to fall 1999, submit the request in person or by mail. All transcripts provided directly to the student will be marked "Issued to Student" and may not be accepted as an official transcript by other institutions.

Transcript requests will be serviced when all obligations to the College have been met. Express transcript service is provided when pre-paid and arranged by the student. Students must contact the express service for rates and procedures. Students can print unofficial transcripts through WebACCESS on-line services.

## Graduation

Students must submit a graduation application by the published deadline in the semester's schedule.

1. All program course requirements have been completed by enrollment or approved course substitution.
2. A minimum of 15 college-level semester hours were earned in residence for an associate degree; 11 college-level semester hours were earned in residence for a certificate. Semester

hours granted for non-traditional education do not apply toward residence hours.

3. A minimum 2.0 grade point average was earned in courses which apply to the degree or certificate.
4. TST requirements were met, if pursuing an obligated degree/certificate.

The College will automatically award a degree or certificate when requirements are evaluated as complete for students who are enrolled:

### Graduation Under a Particular Catalog

To graduate, a student must complete the requirements of the ACC catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally done during the admission process. To change an election, a Program Change Form must be filed with a Counselor or Advisor. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate programs. Students are limited to one active academic associate degree or one active technical associate degree and its corresponding certificate at a time.

Students may petition for graduation under the program and catalog year on file at ACC for three years from the date of last enrollment. If petition for graduation is made four years or more from date of last enrollment, the catalog in effect at the time of the petition is used to determine program completion.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for a degree it will be posted to the ACC transcript.

### Reverse Transfer Graduation

Alvin Community College has entered into agreements with many Texas universities which allows the automatic evaluation of credits earned after the student transfers. Students who sign agreements at their university will have their university credits reverse transferred to ACC for the possible award of an Associate Degree. ACC will use the catalog year of the student's degree on file at the time of transfer providing the request does not exceed three years.

Former Alvin Community College students may graduate under the AAT, AA or AS degree plan and catalog year that was on file at the time they transferred to another college/university if:

- the remaining credits were completed at an accredited college or university.
- the credit was completed within three years from the date of last attendance at ACC.
- the student has met all remaining conditions for graduation as published in the institutional catalog.
- a diploma is requested, the application and fee have been received.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for either degree it will be posted to the ACC transcript.

### Earning Additional Associate Degrees

A student who has received an associate degree from ACC or any other regionally-accredited institution of higher education may

obtain an additional associate degree in another area. However, students should meet with an academic advisor before initiating the pursuit of another associate degree.

This provision is subject to the following stipulations:

1. For each additional associate degree, a minimum of 15 semester credit hours must be completed at ACC. These credit hours may not repeat credit applied to a previous degree and must apply to the additional degree.
2. All courses required by any specific program must be completed.

#### Course Substitution

Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Substitutions for other requirements must be approved by the department chair, dean and the Vice President of Instruction. Application for a course substitution must be initiated through the Admissions Office or the department chair.

**Graduation Grade Point Average** is computed by dividing the total semester grade points earned by the total semester hours for all courses required for a particular certificate or degree. If a course is repeated, only the highest grade will be used. This calculation is used to determine the minimum GPA graduation standard of 2.0 for each degree awarded. This GPA is not posted to a student transcript. Graduation GPA's are not rounded up.

#### Participation in Commencement with Honors

Associate degree candidates whose cumulative grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at commencement.

**Honors Grade Point Average** is calculated by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated, both grades will be calculated. Honors GPA's are not rounded up.

Appropriate scholastic honors are recorded on the student's graduation transcript and diploma as follows:

- 3.5 grade point average-Cum Laude - with honors
- 3.7 grade point average-Magna Cum Laude - high honors
- 3.9 grade point average-Summa Cum Laude - highest honors

#### Commencement Ceremony

Graduates are encouraged to participate in commencement ceremonies. ACC conducts a commencement ceremony in December for fall graduates and in May for spring graduates. More information about the ceremonies will be emailed to students several weeks before the scheduled date and will be available on the college website as well.

#### Distance Education

Distance education is an option for students who work irregular hours or have other time commitments. ACC offers two different ways to complete a distance education class in a secure online environment - Internet (IN) or Hybrid (HY).

#### Internet (IN)

An Internet (IN) class is conducted almost, if not entirely, online. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the Internet, as all classes are

conducted through MyBlackboard. Students may request a course syllabus in advance to determine if course is fully online or not.

#### Hybrid (HY)

Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of classroom meetings. Students attend a portion of the class in the traditional classroom at regularly scheduled times and complete the remaining portion of the class online using MyBlackboard.

#### What kinds of courses are available?

A listing of Distance Education classes may be found at <http://www.alvincollege.edu/Distance-Education/Online-Classes-Degrees>

#### What programs are available online?

The Distance Education Department offers the following degrees and certificates that can be earned completely online:

- Associate of Arts (A.A.) in Sociology
- Associate of Arts (A.A.) in Psychology
- Associate of Arts- General Studies (A.G.S.)
- Management Degree (A.A.S.)
- Management Certificate

Contact the Admissions Office for further details.

#### What is MyBlackboard?

Internet and hybrid courses are conducted online using the MyBlackboard system. Students may log in to MyBlackboard at <http://www.alvincollege.edu/myBlackboard> or by using the MyBlackboard link located on the ACC homepage.

#### Blackboard Mobile™ learn (app)

##### What is Blackboard Mobile Learn?

Blackboard Mobile Learn™ is an app that enables students and faculty to access and update much of the core content already available on Blackboard Learn from their mobile devices.

##### How do students obtain Blackboard Mobile Learn ?

- Android Marketplace™ on Android devices
- BlackBerry App World® on BlackBerry® smartphone devices
- Palm App Catalog on HP webOS devices
- App Store on iPhone®, iPod touch®, and iPad™

- Search for "Blackboard Mobile Learn"
- Install the app
- Search for: Alvin Community College
- Login with the same ID/password used to log into Blackboard

#### What is the Online Readiness Course - ORNT 0100?

The focus of the Quality Enhancement Plan (QEP) for ACC is to increase student success in the area of online learning. In order to increase student success in the online learning environment all students taking an online class are required to take the Online Readiness Course (ORNT 0100). This is a no cost self-paced course that should be successfully completed by the 7th class day. The average completion time for this course is one hour. This course is designed to break down the technological barriers and other issues that prevent student success in the online learning environment.

Students registering for an online course for the first time must register for the required ORNT 0100 before they can register for an online course.



# Student Services

## Advising Services

The first step in a student's collegiate experience is to complete the admissions and advising process. The staff in the Admissions and Advising Offices work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. Academic advising services provided include:

- Assistance for undecided students in selecting a program
- Interpretation of TSI Assessment
- Assistance with the registration process
- Assistance with course selection
- Transfer information
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

## Counseling Services

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills assistance. Consultation and referrals are confidential. Exceptions to confidentiality will apply when there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In these instances, state law requires that ACC Licensed Professional Counselors notify the proper authorities.

## Foster Care Liaison Officer for Students Currently/Formerly in DFPS Conservatorship

The Texas Education Agency requires that each institution of higher education appoint a Foster Care Liaison Officer to assist in coordinating educational support services and other relevant information directly to individuals who are currently or were previously placed in foster care. For more information about this service at ACC call 281-756-3534.

## Drug and Alcohol Prevention and Programming

The college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's ability to meet educational goals. The college offers a program for drug education and prevention and is coordinated by the Vice President of Student Services, Office of Student Activities, and Advising Services. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered throughout the academic year to increase awareness of the consequences of drug and alcohol abuse.

## Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can

explore a career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

## Career Services Center and Lab

The Career Center is located near the Learning Lab on the second floor of Building A, room 205. Career Services is available Monday through Thursday 8:00am – 5:00pm or by appointment by calling 281-756-3560 or 281-756-3534.

## The Career Planning Program

The Career Planning Program helps students define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments, the Myers-Briggs Type Indicator and the Strong Interest Inventory. Once completed, a career counseling session is provided to interpret and discuss the outcomes.

## Employment Services

All Alvin Community College students and alumni of college and continuing education programs may register and access the online JobLink database. This free service is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part time and/or full time employees, internships, work-study and student assistant positions. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post resumes and cover letters for employers to review, to search for jobs, send online inquiries, locate job fair information and receive employment bulletins. JobLink may be accessed by clicking on the JobLink logo at [www.alvincollege.edu](http://www.alvincollege.edu). Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as a referral service only.

## Employers Services

Employers may access JobLink, a free job posting service/database at [www.alvincollege.edu](http://www.alvincollege.edu). Click the JobLink logo to locate the Employers Guidelines and to register. Registered employers may print resumes of applicants who have granted access. Other employer services include job fairs and on-campus recruitment by appointment. All jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guidelines to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

## On-Campus Student Jobs/Resume Assistance

On-campus student jobs are posted outside the Career Services office, A205. Job postings for on-campus Work Study and Student Worker positions can also be found at [www.alvincollege.edu](http://www.alvincollege.edu). CareerServices - click on the JobLink logo, create an account, and search "Active" jobs. Students may schedule an appointment to create a resume; a resume is required for all on-campus jobs.

## New Student Orientation Requirements - NSO

Advising Services and the Office of Student Activities coordinates New Student Orientation. Students who are attending college for the first time and dual credit students continuing their studies at ACC are required to complete NSO. Those who are new to ACC

will also benefit from the information presented in this program. Orientation must be completed during the first semester of attendance using one of the following formats:

- Web based programs found on the college home page
- New Student Orientation programs held throughout the year
- Dolphin Camp

**Dolphin Camp** is a two-day extended orientation session offered during the summer. The camp provides students with the chance to get a crash course in college life, meet new students and start developing the relationships needed for college success.

## Honors Program

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the opportunity to enrich their intellectual experience by exploring subject areas in greater depth. In exchange for accepting additional responsibility, students receive greater individual attention from their instructors and a high level of intellectual stimulation. Students who qualify for the program may choose from the following courses:

ARTS 1303	GEOL 1403
ARTS 1312	GEOL 1404
ARTS 2326	GEOL 1405
ARTS 2346	GOVT 2305
ARTS 2349	GOVT 2306
ARTS 2356	HIST 1301
ARTS 2357	HIST 1302
ARTS 2348	HIST 2301
ARTS 2377	HIST 2321
ASTR 1403	HIST 2322
BIOL 1406	HUMA 1301
BIOL 1407	HUMA 1302
BIOL 2401	MATH 1342
BIOL 2402	MATH 2412
BIOL 2420	MATH 2413
CHEM 1412	MATH 2414
DSAE 1303	MUSI 1306
DSAE 1340	PHYS 2301
DSAE 2335 – Advanced	PHYS 2426
DSAE 2404	PHIL 1301
DSAE 2437	PHIL 2306
DSVT 1300	PSGT 1400
DVST 2418	PSYC 2301
DVST 2461	PSYC 2306
Echocardiography	PSYC 2314
Vascular Technology	RNSG 1215
ECON 2301	RNSG 1441
ECON 2302	RNSG 1443
EDUC 1301	RNSG 1512
EDUC 2301	SCWK 1313
ENDT 1350	SOCI 1301
ENGL 1301	SPAN 2321
ENGL 1302	SPCH 1315
ENGL (any 2000 level course)	TECA 1303
GEOL 1401	

Honors Credit may be received for additional classes if approval is granted by the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet one of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 20% of high school class
- GPA of 3.25 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn **Honors Program Graduate** status, a student must complete a minimum of 12 semester hours of honors credit. Contact 281-756-3742 or [emclane@alvincollege.edu](mailto:emclane@alvincollege.edu) for more information.

## DUAL CREDIT

### College Enrollment for High School Students

The Dual Credit program is designed for high school students desiring a head start on their college career. Through partnerships with neighboring school districts, the program allows students to earn high school and college credit simultaneously. Dual Credit students may take available classes on their high school campus or at ACC.

#### Steps to Enroll:

1. Visit with an ACC Dual Credit Advisor and identify courses
2. Complete the ACC online admission application and an early admissions contract
3. Meet TSI-A standards through SAT/ACT, any approved college placement exam, or approved TSI exemption or waiver
4. Attend Dual Credit Orientation

#### Dual Credit Standards for Participation:

1. Students must take the TSI exam (or qualify for an exemption or waiver) and meet prerequisites assigned to the course(s) of interest.
2. Students enrolled in the Dual Credit program must maintain a 2.0 cumulative GPA.
3. House Bill 505 removed limitations on the number of classes a student may take. Students wanting to take more than two classes per semester should do so under the recommendation and advisement of the ACC Dual Credit Advisor or High School Counselor.
4. Students are required to pay for their classes and college textbooks.

#### Dual Degree Program

To help students reach their educational goals in a timely manner, local ISDs and Alvin Community College offer qualified students the opportunity to simultaneously earn a high school diploma and an Associate of Arts Degree in General Studies. The Dual Degree program is a rigorous program that requires extra time and dedication. Interested students should contact their high school counselor or ACC Dual Credit Advisor for more information. Information is also available at [www.alvincollege.edu/dualcredit](http://www.alvincollege.edu/dualcredit) or by emailing the department at [dualcredit@alvincollege.edu](mailto:dualcredit@alvincollege.edu).

## Upward Bound Program

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated Alvin High School students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors which include family income, teacher recommendations, test scores, academic need and personal interviews. Contact the Upward Bound Program Director for details. 281-756-3849.

## Services for Students with Disabilities

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. Disability Services focus on assisting students with disabilities make a successful transition to college by giving continued support while in college. Disability Services also acts as a referral source for students on campus and in high school, as well as for agencies and the community. All students with disabilities are encouraged to register with Disability Services and provide appropriate documentation in order to determine support services and accommodations. Appointments with the Disability Services coordinator should be made at least 60 days prior to the beginning of the semester that a student plans to attend to ensure accommodations will be available at the beginning of the semester.

More information and resources regarding transition, documentation, and services provided can be found on the ACC webpage under Disability Services. Information and assistance is available by meeting with an advisor in admissions, calling 281-756-3533 (voice), 281-756-3845 (TTY) or e-mailing ods@alvincollege.edu.

## FINANCIAL AID -

### <http://www.alvincollege.edu/Financial-Aid>

The student financial aid program at Alvin Community College provides financial assistance in the form of grants, scholarships, loans and work/study jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
- Complete requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- Choose a program of study (degree or certificate);
- Submit all requested documents
- Financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be submitted as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available on the ACC website: <http://www.alvincollege.edu/Financial-Aid/Forms>.

All information remains confidential.

Tuition and fees must be paid in full, or a payment plan set up, before a student may attend classes. If a student's financial aid is not available when tuition payment is due, the student is responsible

for tuition and fees. Students needing financial assistance should apply for financial aid well in advance prior to the semester start.

Applications are accepted throughout the year, however, some funds are limited and awarded on first come first serve basis. Apply Early!

## Financial Aid for Mini Semesters

Students may be awarded financial aid for mini semester terms under the following conditions:

- Students at Alvin Community College, who enroll in the first mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- FIRST TIME students at Alvin Community College, who enroll in the second or third mini semesters, may receive aid before classes begin (if all deadlines and other requirements are met).
- CONTINUING students at Alvin Community College, who enroll in the second or third mini semester, will be awarded aid at the end of the term based on successful completion.

## Federal Assistance Programs

**Federal Pell Grant:** This grant makes funds available to eligible undergraduate students who are enrolled in classes leading toward an approved ACC degree or certificate program. Students who desire to participate in this program must submit a FAFSA.

**Federal Supplemental Educational Opportunity Grants:** Supplemental Educational Opportunity Grants (SEOG) are awarded to students with financial need. Although these funds are limited, students applying for the Federal Pell Grant will automatically be considered for this program.

### Federal Work-Study Program:

This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, and show a need for the earnings to pay for college expenses.

### Loans:

**Direct Lending Program (DL)** - funds come directly from the federal government.

Eligibility rules and loan amounts are identical under both programs, including need requirements. Students must complete a FAFSA for the appropriate year to begin the process of applying for a loan.

### Return of Federal Title IV Funds:

Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be

determined according to the following guidelines:

1. If a student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If a student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If a student does not officially withdraw classes and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.
4. If a student fails to earn a passing grade in all classes, the student is placed in financial aid warning and is at risk of not receiving financial aid in the future.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

### Federal Satisfactory Academic Progress Requirements

Federal regulations require standards of satisfactory progress for students who receive federal or state funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student's future eligibility for aid. Standards of satisfactory progress require:

FULL-TIME:	12+ hours
THREE QUARTER TIME:	9-11 hours
HALF-TIME:	6-8 hours

A signed copy of the Satisfactory Academic Progress Requirements is required to complete all financial aid applications at ACC.

### General Information

This information is subject to change without notice.

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC, transfer hours, and other hours as listed below) and degree/certificate programs that have been attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Students are not eligible to receive aid if only enrolled in developmental/remedial coursework.
- Financial aid may fund only one repeat of a previously passed course.
- Students may only receive aid at one institution per semester.
- Financial aid may be used for mini semester courses if the student has funds remaining from the term in which the course is taken.
- Satisfactory Academic Progress cannot be determined for

students that receive a grade of "I". A final grade must be posted before eligibility for aid can be determined.

### Drops, Withdraws, Repeats (R), and Fs

- Students are required to contact the ACC Financial Aid Office before dropping or withdrawing from classes.
- Students who drop, withdraw, repeat (R), or receive F's in courses, may have to repay financial aid.
- Dropping, withdrawing, repeating (R), and receiving F's has a negative effect on a student's completion rate, GPA, and may affect eligibility for aid.
- Students who earn a zero (0) GPA for a semester are required to pay for and successfully pass at least six (6) hours with their own funds. This is in addition to any funds that may be owed.
- Satisfactory Academic Progress may be re-evaluated after the student has successfully passed at least six (6) hours. Reevaluation may result in the student being placed on Financial Aid Warning or Probation based on the Satisfactory Academic Progress calculation.

### Completion Rate

- Students must maintain a 67% overall completion rate of all hours attempted. Example: 30 overall hours attempted x 67 (completion rate) = at least 21 hours completed.
- All attempted and completed hours from ACC and previous schools will be calculated in the completion rate. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam and non-traditional credit (S), and in-progress classes (IP). Grades of F, W, I, R, and IP will have a negative effect on the completion rate calculation.

### Minimum GPA

- Students must maintain a minimum 2.0 cumulative GPA while attending ACC.

### Penalties for Failing to Meet the Minimum Completion Rate or GPA

#### Financial Aid Warning:

- Students will be placed on Financial Aid Warning status if they do not maintain an overall 67% completion rate and a 2.0 cumulative GPA, and the Satisfactory Academic Progress calculation indicates that the student may meet the requirements within one semester.
- Students will be notified via email of the Financial Aid Warning status.
- Students will be eligible to receive financial aid for one semester while on Financial Aid Warning status.
- If a 67% overall completion rate and 2.0 cumulative GPA are not met by the end of the semester that the student is placed on Financial Aid Warning, the student will be placed on Financial Aid Probation (see next page).

#### Financial Aid Probation:

- Students will be placed on Financial Aid Probation if the 67% overall completion rate and 2.0 cumulative GPA requirements are not met by the end of the semester that the student was placed on Financial Aid Warning status.
- Students will be notified via email of the Financial Aid Probation status.

- Students may submit a written appeal (form available on the ACC website) to request reinstatement of their financial aid eligibility. Only students with documentable and extenuating circumstances will be considered. (Example: death or illness of a loved one). Appeals submitted without documentation will not be considered.
- An appeal must include a thorough explanation of the circumstances with documentation, and an explanation of what circumstances have changed that allow the student to meet all requirements in the future.
- Grades of "I" cannot be appealed. A final grade must be posted before eligibility for aid can be determined.
- Students must meet with an Academic Advisor to establish an academic plan to determine recommended future enrollment in order to complete their degree/certificate while meeting all Satisfactory Academic Progress requirements. A copy of the academic plan must be submitted with an appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses students enroll in and require that they enroll in certain courses.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee. Students are notified via email of the appeal decision. The decision of the ACC Appeal Committee is final.

**Reinstatement of Financial Aid Eligibility:**

- If an appeal is denied, students must pay out-of-pocket for school until they have met all of the Satisfactory Academic Progress Requirements.

**Degree/Certificate Plan**

- Students must have a declared program on file (degree or certificate) in order to receive financial aid.
- Students are only allowed to have one active degree program at ACC. Students may declare associated certificates within the same degree program.
- Students can only enroll in classes that are required for their ACC degree/certificate plan.
- Financial aid may be reduced or cancelled if enrolled classes are not required for the ACC degree/certificate plan on file.
- Students may change their degree or certificate plan twice while attending ACC. All degree/certificate plan changes will be counted, regardless of whether or not aid was received.
- All attempted and completed hours from ACC and previous schools will be calculated in the attempted hours towards a degree/certificate plan. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).

**Maximum Time to Complete Degree/Certificate**

- Students must complete their degree/certificate program by attempting no more than 150% of the hours required for the degree/certificate program. Example: A degree requires 60 hours to complete, so a student must finish the degree requirements with no more than 90 hours attempted (60 x 1.5 = 90 hours).
- All hours attempted at ACC and previous schools will be calculated in the attempted hours. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).
- Students are considered to have met the maximum time to complete their degree/certificate plan, and are no longer eligible for aid, when the number of hours required to graduate with the degree/certificate is greater than or equal to the number of hours remaining in the maximum time calculation

for the degree/certificate plan.

- Students will be notified via email if they have exceeded the maximum time to complete their degree/certificate.
- Students who have exceeded the maximum time frame for completing the ACC degree/certificate on file, may submit a written appeal (available on the ACC website) to request an extension of financial aid eligibility.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee, and students are notified via email of the decision. The decision of the ACC Appeal Committee is final.

**State Assistance Programs**

**Texas Public Education Grants:** State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**Texas Education Opportunity Grant (TEOG)** is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

**Texas Work-Study Program**

This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, show a need for the earnings to pay for college expenses, and be a Texas resident.

**Tuition Exemptions**

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Detailed information regarding exemptions may be found at College for All Texans - [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

**Other Assistance Programs**

**Workforce Investment Act of 1998:** The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office.

**Athletic Grants-in-Aid:** For information on athletic grants-in-aid, contact the Athletic Director.

**Departmental Academic Scholarships:** These competitive scholarships are provided to qualified students in:

- Art
- Child Development/Education
- Communications
- Computer Information Technology
- Court Reporting
- Criminal Justice
- Diagnostic Cardiovascular Sonography
- Neurodiagnostic Technology
- Emergency Medical Technology
- English
- Foreign Languages

- Human Services - Substance Abuse Counseling
- Industrial Design Technology
- Law Enforcement
- Math
- Management
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

Interested students should contact the chairperson of the appropriate department. For information about additional scholarships contact the Financial Aid Office or go to the college website [www.alvincollege.edu](http://www.alvincollege.edu).

### Veterans Benefits (Federal)

Alvin Community College has been approved for Veterans educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Advising Services office for applications and information. Students are encouraged to apply for benefits online at [www.gibill.va.gov](http://www.gibill.va.gov). VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

### Standards of Academic Progress for VA Students

**Satisfactory Progress:** VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.

**Probation:** Failure to maintain a 2.0 Cumulative Grade Point Average (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the Cumulative GPA rises above a 2.0.

**Unsatisfactory Progress:** Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA Suspension. Any student making a 0.0 of 0.0 GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for enrollment benefits.

**Reinstatement of VA Education Benefits:** Students under VA suspension may choose to continue taking classes without being certified for VA benefits. If a student completes a semester and achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

### Hazlewood Act (State)

The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:

- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
- Receipt of an honorable or under honorable conditions discharge

- Served at least 180 days of active duty (excluding basic training time)
- Resident of Texas for a minimum of 12 months prior to college registration
- Not in default for any educational student loan
- Submit a statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.

The "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children. Children of eligible veterans must meet the institution's financial aid requirement for Satisfactory Academic Progress.

### Hazlewood Application Deadline:

New applicants - First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term. Previous Recipients - Students who have used their Hazlewood benefits previously at ACC may apply through late registration.

The Registrar's Office processes the application for benefits and notifies the student by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website at [www.collegeforalltexas.com](http://www.collegeforalltexas.com)

### Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Tutoring for writing assignments is offered and additional tutoring is offered in areas such as English, reading, history, geography, government, economics, physics, chemistry and biology (anatomy & physiology). Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab also provides assistance with study skills.

### Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has numerous periodical subscriptions, a scanner, and a photocopier. Study rooms are available for individual and group study. Materials not housed in the library are available through Inter-library Loan or Document Delivery. Students must show a valid student ID card to borrow materials.

Texshare, a statewide system allows reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 78 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition, the college provides access to JSTOR and Lexis-Nexis databases.

Internet and bibliographic instruction is provided to patrons in the College's electronically equipped multi-media classroom. PowerPoint instruction and assistance is provided to interested groups as a way to aid in class presentations. Students may also receive assistance with their technical/computer questions.

Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student's record being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared.

## Campus Services

### CAFETERIA

Mr C's Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wrap sandwiches, pizza, grill items and a daily hot lunch special.

### CHILD DEVELOPMENT LABORATORY SCHOOL

The Child Development Laboratory School is a licensed childcare facility for children ages 18 months to 6 years. The goals are to provide a teaching laboratory for college students who are preparing for careers in early childhood professions and to provide a developmentally appropriate educational setting for young children. The lab school is a full time program only. ACC Students have priority in childcare enrollment.

### STUDY GROUNDS COFFEE BAR

Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Study Grounds is a great place to meet with other students to relax and study. Located in the bookstore and open Monday – Friday.

### COLLEGE STORE

The College Store, offering books, school supplies, ACC t-shirts and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open Monday – Friday. Book-buy-back is conducted by the College Store on a daily basis during regular College store hours.

### FITNESS CENTER

The ACC Fitness Center located in F building, includes the gym, racquetball courts, tennis courts, weight training/cardio room, locker rooms, and saunas. The fitness center is free for students, faculty, and staff with a current Alvin Community College ID. Individuals and families who wish to use the fitness center, may purchase a membership for a fee. Guests may utilize the fitness center for a \$5.00 per day fee. The fitness center operates seven days a week and remains open during holidays and school breaks. In the event of a closing, the fitness center will posts any closed days prior to each event. For additional membership information or questions, call 281-756-3691

### HEALTH INSURANCE

Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies.

### PARKING AND PARKING PERMITS

Automobiles must be registered with the College Police Department to park on campus. Students are required to present a current student identification card to obtain a parking permit. Permits must be displayed while on campus. Along with the parking permit, students will also receive traffic regulations for the College. Student parking spaces are marked with yellow stripes.

Faculty and Staff parking spaces are designated by white stripes as well as "Faculty and Staff Parking" signs at the heads of the row. Parking lots are monitored regularly by Campus Police.

The application for a parking permit is available from the Campus Police Department, located in Building H. When applying for a permit, you will complete a vehicle registration form that include your driver's license number, license plate number and vehicle description. The parking permit is valid from the fall semester through the summer semesters.

## CAMPUS POLICE DEPARTMENT

The Alvin Community College Police Department's primary goal is to provide a safe environment for all persons who use the campus. The department is staffed with police officers who are commissioned by the State of Texas and are charged with the responsibility of receiving, investigating, and reporting all criminal activities. Department policies require that officers immediately respond to and investigate any criminal offenses or incidents. All investigations that involve students or employees are reported to the appropriate offices for disciplinary action. The College Police Department also provides a variety of services to students and employees, such as motor assists, first aid, lost and found, information, campus escort and other services.

Alvin Community College is accessible between the hours of 7:00 a.m. - 10:00 p.m. Monday through Friday. Some areas are accessible Saturdays and Sundays from 8:00 a.m. to 4:00 p.m. Secured areas are closed when college employees are not present. The College Police Department monitors the college 24 hours a day, seven days a week. If you have any questions regarding rules, regulations, laws or related concerns, please feel free to call or come by the department in Building H, Room 132.

## POLICE SERVICES

### Emergency Messages

If you need to be contacted regarding someone else's injury, serious illness, or death, the police will make every attempt to locate and advise you if the call is deemed an emergency.

### Campus Escort

Should you feel uncomfortable going to your vehicle, contact the College Police Department at 281-756-3700, and a police officer will be provided.

### Lost and Found

Should you lose a personal item or find something that belongs to someone else, please contact the College Police Department. We secure all found items until they are claimed by their owner.

### Vehicle Assists

Officers are glad to assist you if you have difficulty starting your vehicle, have a flat tire, or lock your keys in your vehicle.

College Police Department

Building H, Room 132

To report an emergency:

On Campus 3700

Off Campus 281.756.3700 or 911

## STUDENT ACTIVITIES

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student, and the College encourages its students to participate and get involved. Activities range from health and wellness to cultural awareness; entertainment, as well as intramural sports. Special events include: the Fall Festival, Open House, Student Leadership Conference and much more. Contact the Student Activities Office at 281-756-3686 for more information.

## STUDENT GAME ROOM

The ACC game room is open to all current ACC students with a current ID. It features pool and ping pong tables, foosball, video gaming systems and board games. The game room is open Monday - Thursday 9:00 am - 9:00 pm. To learn more, call 281-756-3686

## STUDENT ID CARD

All enrolled students are required to carry a valid student ID card when on campus. The card grants access to the Fitness Center, Learning Lab, Testing Center, student computer labs, game room and many other student services. The first ID card is free, and replacement cards are \$5. Students must present a tuition receipt showing payment for the current semester and a valid picture ID such as driver's license, state-issued ID, passport, or military ID. A state-issued ID may be obtained at the local driver's license office - parent signature is required for minors. Students must renew their ID's each semester of attendance. Students may get ID's in the Student Center/Student Activities Office.

## STUDENT ORGANIZATIONS

Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Contact the Coordinator of Student Activities to learn more about student clubs and organizations:

ACC Broadcasting Club Sponsor: Jason Nichols	jnichols@alvincollege.edu
ACC Disabilities Rights Education Advocacy & Motivation (DREAM) Sponsor: Eileen Cross	ecross@alvincollege.edu
ACC Writer's Club Sponsor: Charley Bevill	cbevill@alvincollege.edu
Alvin Nursing Students Association (ANSA) - Nursing Students Sponsor: Debra Fontenot	dfontenot@alvincollege.edu
Anime & Video Game Club Sponsor: Ellen Birdwell	ebirdwell@alvincollege.edu
Baptist Student Ministries (BSM) Sponsor: Charles Kilgore	ckilgore@alvincollege.edu
Catholic Newman Association Sponsor: Carlos Ordonez	cordonez@alvincollege.edu
Church of Christ Fellowship Sponsor: Cammy Guggisberg	cguggisberg@alvincollege.edu
Christians United for Israel (CUFI) Sponsor: Deana Dick	ddick@alvincollege.edu

Culinary Arts - Conditions for membership required  
Sponsor: Mary Bass  
mbass@alvincollege.edu

Equality Now: ACC's Gay Straight Alliance  
Sponsor: Tonya Reid Creel  
tcreel@alvincollege.edu

History Club  
Sponsor: Chris Chance  
cchance@alvincollege.edu

Honors Student Organization  
Sponsor: Elizabeth McLane  
emclane@alvincollege.edu

International Students Club  
Sponsor: Alpha Trevino  
atrevino@alvincollege.edu

Meditation Club  
Sponsor: Johanna Hume  
jhume@alvincollege.edu

Peer Educators  
Sponsor: Jean Raniseski  
jraniseski@alvincollege.edu

Phi Theta Kappa - Conditions for membership required  
Sponsor: Sosina Peterson  
speterson@alvincollege.edu

Polysomnography Club  
Sponsor: Jordan Rusk  
jrusk@alvincollege.edu

Runner's Club  
Sponsor: Jason Nichols  
jnichols@alvincollege.edu

Sonography Club (SONO)  
Sponsor: Jessica Murphy  
jmurphy@alvincollege.edu

Student Government Association (SGA)  
Sponsor: Amanda Smithson  
studentactivities@alvincollege.edu

Student Organization for Respiratory Care (SORC)  
Sponsor: Marby McKinney  
mmckinney@alvincollege.edu

Student Veterans of America (SVA)  
Sponsor: Toby Herzog  
therzog@alvincollege.edu

Word Droppers - Court Reporting  
Sponsor: Micki Kincaide  
mmckinney@alvincollege.edu

## ATHLETICS

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's fast-pitch softball. Students have the opportunity to participate in intramural sports, as well as an extensive sports and human performance program.

## STUDENT HANDBOOK

The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the Student Code of Conduct. The student handbook is available online at <http://www.alvincollege.edu/Students/CurrentStudents>.



**Stay Connected!**

**ACC APP**

The College provides a free student app, for Apple and Android devices. This app features upcoming events, club information and opportunities to connect. To find the app, search Alvin Community College in your app store.

**ACC NEWS**

Stay current with the latest news and happenings around the ACC campus with the daily blog at: <http://alvincommunitycollege.tumblr.com/>

**ACC's WEBSITE** - [www.alvincollege.edu](http://www.alvincollege.edu)

The ACC website is your online resource for information available at your fingertips. Constantly maintained and updated, the website provides students with information and services including class schedules, advising information, online registration, and much more. The ACC website offers faculty and staff professional development resources, college operations and personnel information while also serving the community with information regarding campus events, degree and certificates, college financials, strategic planning details and more.

**BLUETUBE**

BlueTube is a campus electronic communication system that informs students of activities, new classes and of campus emergencies.

**EMAIL**

Email is the official means of communication at ACC. A Google email service provides students with a "name@stu.alvincollege.edu" email address upon request. Assistance is available for students to receive a free e-mail address through Yahoo.com, Hotmail.com or Gmail.com.

Contact the IT Help Desk at 281-756-3544 or [helpdesk@alvincollege.edu](mailto:helpdesk@alvincollege.edu) or visit the Cyber Lab in A-173.

**FACEBOOK**

"Like" ACC on Facebook and stay in the know in real time. ACC's Facebook Fan page provides many benefits such as instant information, fun contests, and more! Link on ACC's homepage.

**FLICKR**

ACC takes photos at many of its events that are also posted on the photo-sharing site Flickr. Search for ACC at [www.flickr.com](http://www.flickr.com) Link available on ACC's homepage.

**INSTAGRAM**

Instagram is ACC's online photo-sharing social networking service. Feel free to tag #acc with your campus photos. Link available on ACC's homepage.

**KACC**

The KACC 89.7 FM app is available for Apple iOS and Android phones and will stream live broadcast of the station including classic rock music, live events and local sports.

**LINKEDIN**

Strengthen and extend your existing network of trusted contacts with ACC through LinkedIn. Get the latest news, inspiration, and insights you need to be great at what you do.

**TWITTER**

ACC's Twitter is a different way to connect with others and network by keeping students informed. Link available on ACC's homepage.

**WIRELESS ACCESS**

Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber-Student Computer Lab - A-173 to register for this service. ACC Wi-Fi password is ACCWIFI.



Spring 2016 Student Ambassadors

Left to Right: Michael Edie, Madisson Jones, Neisha Pander, Madison Goss, Noelle Rebresh, Bethany Chapman, Victoria Soto, Julie Higuera, Shemilore Oguntoye

# Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have one active associate degree program or certificate on file.

■ The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate.

▲ Advanced Technical Certificate. - Requires Associate Applied Science Degree or Bachelors degree prior to earning certificate.

Degrees & Certificate Name	AA	AS	AAS	CERT	High School Articulated Credit
Art					
Biological Science	✓				
Business Administration		✓			
Child Development		✓			
Child Development/Early Childhood	✓				
Child Development/Early Childhood Administration				✓	Cert
Communications - Radio/TV Broadcasting				✓	
Computer Information Technology		✓	✓	✓	AAS, Cert
Computer Information Technology - Computer Information Systems			✓	✓	AAS, Cert
Computer Information Technology - Computer Networking		✓			
Court Reporting			✓	✓	AAS, Cert
Court Reporting Scopist			✓	✓	
Criminal Justice - Academic Alternative Texas Peace Officer Program				✓	
Criminal Justice - Basic Law Enforcement Academy				✓	Cert
Criminal Justice - Crime Scene Technician				✓	Cert
Criminal Justice - Field of Study in Criminal Justice				✓	Cert
Criminal Justice - Law Enforcement & Police Administration	✓				
Culinary Arts			✓		AAS
Culinary Arts - Culinary Management			✓	✓	AAS, Cert
Diagnostic Cardiovascular Sonography - Adult Echocardiography			✓	✓	
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography			✓	✓▲	AAS
Diagnostic Cardiovascular Sonography - Vascular Sonography			✓	✓▲	AAS
Drama			✓	✓▲	AAS
Emergency Medical Technology	✓				
Emergency Medical Technology - Advanced			✓		AAS
Emergency Medical Technology - Paramedic				✓	
General Studies				✓	
Health Science	✓				
History		✓			
Human Services-Substance Abuse Counseling	✓				
Industrial Design Technology			✓	✓	
Intraoperative Neurophysiologic Monitoring			✓	✓	AAS, Cert
Management				✓▲	
Mathematics			✓	✓	AAS, Cert
Music - Instrumental Concentration		✓			
Music - Voice Concentration	✓				
Music - Theatre Concentration	✓				
Neurodiagnostic Technology	✓				
Nursing - ADN			✓	✓▲	AAS
Nursing - Vocational			✓		
Nursing Transition (LVN-to-ADN)				✓	Cert
Office Administration - Administrative Assistant			✓		
Office Administration - Administrative Support			✓		AAS
Office Administration - Office Assistant				✓	
Paralegal				✓	Cert
Pharmacy Technician			✓	✓	AAS
Physical Science			✓	✓	AAS
Polysomnography - Sleep Medicine		✓			
Process Technology			✓	✓▲	AAS
Psychology			✓	✓	AAS
Respiratory Care	✓				
Sociology			✓		
Sports and Human Performance	✓				
Teaching (AAT)	✓				

Revised 04-06-16

## ACADEMIC PROGRAMS

Alvin Community College offers a variety of academic programs. The following degrees and certificates are awarded to students who successfully complete approved programs:

Associate of Arts Degree

**Degree:** Associate of Arts (A.A.)

**Purpose:** The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in Art, Child Development, Criminal Justice, Drama, General Studies, History, Music, Psychology, Sociology or Sports & Human Performance curricula. Students who complete these curricula normally transfer to a four-year college

**Program Requirements:** These curricula include the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should clearly understand and adhere to the requirements of the major department in the college or university to which he or she expects to transfer.

### General Studies

281-756-3718

#### Associate of Arts Degree Program (A.A.)

**Purpose:** The program is designed for the student who wishes to pursue a multidisciplinary academic program for personal enrichment, but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study.

**The student wishing to continue should consult with the receiving institution about transfer of courses.** The Associate of Arts in General Studies fulfills the Texas statute which requires each public community college to offer a multidisciplinary degree

Course	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Second Semester</b>		
+ HIST 1301	United States History I	3
+ ENGL 1302	Composition II	3
+ SPCH	Select a SPCH from Component Area - Group A	3
* Elective	Select Academic College Level Courses	3
<b>Summer Term</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
Elective	Select Academic College Level Courses	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ GOVT 2306	Texas Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Elective	Select Academic College Level Courses	3
<b>Second Semester</b>		
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ HIST 1302	United States History II	3
* Electives	Select Academic College Level Courses	6
<b>Summer Term</b>		
* Electives	Select Academic College Level Courses	3

Total Minimum Credits required for the Associate of Arts - General Studies Degree

60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

\* Any General Academic Electives not taken as core curriculum. Students should consult with an advisor to determine electives based on the chosen field of study and preferred transfer institution.

The semester format chosen for the degrees and certificates represented in this catalog are provided for the convenience of the student and should be used as a suggested sequence for course selection. It is not intended to imply or guarantee that the degree or certificate will be completed by the published number of semesters.

Students are encouraged to seek advising prior to each registration from Advising Services or the Department Chair of the selected program.



**Child Development** (CIP 19.0706)

**281-756-364**

**Associate of Arts Degree Program (A.A.)**

**Purpose:** The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child development and early childhood.

**Program Requirements:** Students will complete a criminal background check upon enrollment in child development/early childhood courses.

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ PSYC 1300	Learning Framework	3
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
TECA 1311	Educating the Young Child	3
<b>Second Semester</b>		
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
TECA 1303	Family, School, Community	3
<b>Summer Terms</b>		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
TECA 1354	Child Growth & Development	3
TECA 1318	Wellness of the Young Child	3
<b>Second Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ SPCH 1315	Public Speaking	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
Electives	Select Academic College Level Courses.	3
<b>Summer Terms</b>		
+ Social & Behavioral Science	Select from Social & Behavioral Core Curriculum	3
Electives	Select Academic College Level Courses.	3
<b>Total Minimum Credits Required for a Child Development Degree</b>		<b>60</b>

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

**Associate of Arts Degree Program (A.A.) with a Field of Study in Criminal Justice**

**Purpose:** This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.

**Admission Requirements:** The student must meet the general admission requirements to the college.

**Program Requirements:** The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

Course	Course Title	Credits
<b>Fall Semester</b>		
*ENGL 1301	Composition I	3
+American History	Select from American History Core Curriculum	3
*CRIJ 1301	Introduction to Criminal Justice	3
+Component Area Options	Select 6 hours from Component Area Options Core Curriculum	6
		<b>15</b>
<b>Spring Semester</b>		
*ENGL 1302 or	Composition II or	3
*ENGL 2311	Technical Writing	3
+American History	Select from American History Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
CRIJ 1310	Fundamentals of Criminal Law	3
*CRIJ 2313	Correctional Systems & Practices	3
		<b>15</b>
<b>Fall Semester</b>		
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
*Creative Arts	Select from Creative Arts Core Curriculum	3
+GOVT 2305	Federal Government	3
*CRIJ 1306	Court Systems & Practice	3
CRIJ Elective	Select from any CRIJ course	3
		<b>15</b>
<b>Spring Semester</b>		
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+Mathematics	Select from Mathematics Core Curriculum	3
+GOVT 2306	Texas Government	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
CRIJ 2328	Police Systems & Practices	3
		<b>15</b>
Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice		<b>60</b>

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

\* Articulated credit from an approved and successfully completed high school program may substitute for this class.

**Drama** (CIP 500501)  
**Associate of Arts Degree Program (A.A.)**

**281-756-3607**

**Drama**

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
+ DRAM 1351	Acting I	3
+ DRAM 1310	Introduction to Theater	3
DRAM 1120	Theater Practicum I	1
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
<b>Spring Semester</b>		
DRAM 1341	Makeup	3
DRAM 2331 or +1352	Stagecraft II or Acting II	3
DRAM 1121	Theater Practicum II	1
+ ENGL 1302	Composition II	3
+ Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
<b>Summer Semester</b>		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
<b>SECOND YEAR</b>		
<b>Fall Semester</b>		
DRAM +1352 or 2331	Acting II or Stagecraft II	3
DRAM 2120	Theater Practicum III	1
+ American History	Select from American History Core Curriculum	3
+ GOVT 2305	Federal Government	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 Recommended	3
<b>Spring Semester</b>		
DRAM 1330	Stagecraft I	3
+ GOVT 2306	Texas Government	3
+ American History	Select from American History Core Curriculum	3
<b>Summer Semester</b>		
SPCH 1318	Interpersonal Communications	3
Total Minimum Credits Required for Drama Degree		60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Note: With the exception of DRAM 1310, courses required for the drama degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

**Course Number**

**Course Title**

**Credits**

**FIRST YEAR**

**First Semester**

+ ENGL 1301	Composition I	3
+ HIST 1301	United States History I	3
+ GEOG 1303	World Regional Geography	3
+ PSYC 1300	Learning Framework	3

**Second Semester**

+ ENGL 1302	Composition II	3
+ HIST 1302	United States History II	3
+ GOVT 2305	Federal Government	3
+ Component Area Options	Select from Component Area Options Core Curriculum - Group A	3

**Summer Terms**

+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3

**SECOND YEAR**

**First Semester**

HIST 2321	World Civilizations I	3
+ GOVT 2306	Texas Government	3
+ Mathematics	Select from Mathematics Core Curriculum	3
HIST Elective	Select from HIST 2301, 2311 or 2327	3

**Second Semester**

HIST 2322	World Civilizations II	3
+ PHIL 1301	Introduction to Philosophy	3
HIST Elective	Select from HIST 2301, 2312, 2328 2381, or 2389	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3

**Summer Terms**

Elective	Select Academic College Level Course(s)	3
+ PHIL 2306	Introduction to Ethics	3

Total Minimum Credits Required for History Degree ..... 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.



**Music - Instrumental Concentration** (CIP 50.0903)

281-756-358

Associate of Arts Degree Program (A.A.) with a Field of Study in Music

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing & Ear Training I	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 1181	Class Piano I	1
<sup>a</sup> MUEN 1122	Concert Band	1
<sup>+</sup> ENGL 1301	Composition I	3
Music Elective	Select any MUAP or MUEN course	1
<b>Second Semester</b>		
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing & Ear Training II	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 1182	Class Piano II	1
<sup>a</sup> MUEN 1123	Concert Band	1
<sup>+</sup> ENGL 1302	Composition II	3
<sup>+</sup> Mathematics	Select from Mathematics Core Curriculum	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing & Ear Training III	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 2181	Class Piano III	1
<sup>a</sup> MUEN 2122	Concert Band	1
<sup>+</sup> MUSI 1307	Music Literature	3
<sup>+</sup> American History	Select from American History Core Curriculum	3
<b>Second Semester</b>		
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight Singing & Ear Training IV	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 2182	Class Piano IV	1
<sup>a</sup> MUEN 2123	Concert Band	1
<sup>+</sup> American History	Select from American History Core Curriculum	3
<sup>+</sup> Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2306	Texas Government	3

Total Minimum Credits Required for Music-Instrumental Concentration Degree . . . . . 60

<sup>+</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>a</sup> Piano and guitar majors may substitute Concert Choir (MUEN 1141, 1142, 2141, 2142)

<sup>b</sup> Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Refer to page 50 for more information on Field of Study curriculum.

**Music - Instrumental Concentration** (CIP 50.0903)

281-756-358

Associate of Arts Degree Program (A.A.) with a Field of Study in Music

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing & Ear Training I	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 1181	Class Piano I	1
<sup>a</sup> MUEN 1122	Concert Band	1
<sup>+</sup> ENGL 1301	Composition I	3
Music Elective	Select any MUAP or MUEN course	1
<b>Second Semester</b>		
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing & Ear Training II	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 1182	Class Piano II	1
<sup>a</sup> MUEN 1123	Concert Band	1
<sup>+</sup> ENGL 1302	Composition II	3
<sup>+</sup> Mathematics	Select from Mathematics Core Curriculum	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing & Ear Training III	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 2181	Class Piano III	1
<sup>a</sup> MUEN 2122	Concert Band	1
<sup>+</sup> MUSI 1307	Music Literature	3
<sup>+</sup> American History	Select from American History Core Curriculum	3
<b>Second Semester</b>		
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight Singing & Ear Training IV	2
MUAP	Applied Music - Instrument	2
<sup>b</sup> MUSI 2182	Class Piano IV	1
<sup>a</sup> MUEN 2123	Concert Band	1
<sup>+</sup> American History	Select from American History Core Curriculum	3
<sup>+</sup> Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2306	Texas Government	3

Total Minimum Credits Required for Music-Instrumental Concentration Degree . . . . . 60

<sup>+</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>a</sup> Piano and guitar majors may substitute Concert Choir (MUEN 1141, 1142, 2141, 2142)

<sup>b</sup> Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Refer to page 50 for more information on Field of Study curriculum.

**Associate of Arts Degree Program (A.A.) with a Field of Study in Music**

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing & Ear Training I	2
MUAP 1281	Applied Music - Voice	2
<sup>b</sup> MUSI 1181	Class Piano I	1
MUEN 1141	Concert Choir	1
<sup>+</sup> ENGL 1301	Composition I	3
Music Elective	Select any MUAP or MUEN course	1
<b>Second Semester</b>		
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing & Ear Training II	2
MUAP 1282	Applied Music - Voice	2
<sup>b</sup> MUSI 1182	Class Piano II	1
MUEN 1142	Concert Choir	1
<sup>+</sup> ENGL 1302	Composition II	3
<sup>+</sup> Mathematics	Select from Mathematics Core Curriculum	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing & Ear Training III	2
MUAP 2281	Applied Music - Voice	2
<sup>b</sup> MUSI 2181	Class Piano III	1
MUEN 2141	Concert Choir	1
<sup>+</sup> MUSI 1307	Music Literature	3
<sup>+</sup> American History	Select from American History Core Curriculum	3
<b>Second Semester</b>		
MUSI 2212	Music Theory IV	2
<sup>+</sup> MUSI 2217	Sight Singing & Ear Training IV	2
MUAP 2282	Applied Music - Voice	2
<sup>b</sup> MUSI 2182	Class Piano IV	1
MUEN 2142	Concert Choir	1
<sup>+</sup> American History	Select from American History Core Curriculum	3
<sup>+</sup> Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
<b>Summer Terms</b>		
<sup>+</sup> GOVT 2306	Texas Government	3

Total Minimum Credits Required for Music - Voice Concentration Degree . . . . . 60

<sup>+</sup> Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>b</sup> Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Refer to page 50 for more information on Field of Study curriculum.

## Field of Study Curriculum for Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

### Field of Study Courses

The field of study curriculum shall consist of 27 to 35 lower-division semester credit hours (31 without the keyboard course described below) that are fully transferable. Transfer of credit in ensemble, applied study and theory/aural skills shall be on a course-for-course basis.

Course	Number of Semesters	Semester Credit Hours
<b>Ensemble</b>		
MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
<b>Applied Study</b>		
Four semesters of sequential courses in voice or one instrumental area:		
MUAP 1217, 1218, 2217, 2218 (Woodwinds)	4	8
MUAP 1237, 1238, 2237, 2238 (Brass)	4	8
MUAP 1257, 1258, 2257, 2258 (Percussion)	4	8
MUAP 1261, 1262, 2261, 2262 (Guitar)	4	8
MUAP 1269, 1270, 2269, 2270 (Piano)	4	8
MUAP 1281, 1282, 2281, 2282 (Voice)	4	8
<b>Theory/Aural Skills</b>		
MUSI 1211, 1212, 2211, 2212 (Music Theory)	4	8
MUSI 1216, 1217, 2216, 2217 (Sight Singing & Ear Training)	4	8
<b>Music Literature</b>		
MUSI 1307	1	3

### Keyboard (Piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of course work pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examination. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purpose of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirements at a receiving institution.

**Competency, Proficiency, and Diagnostic Assessment**

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

**Courses for Specific Degree Programs**

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

**Full Academic Credit**

Academic credit shall be granted on a course-for-course basis in the transfer of theory/aural skills, applied music, and ensemble courses and will be accepted at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued.

**General Education Courses**

In addition to the course work listed above, the maximum recommended transfer credit from the general education core curriculum is 31-39 semester credit hours. Students shall complete the general education core curriculum in effect at the institution that will grant the baccalaureate degree.

**The Associate's Degree in Music**

The field of study curriculum should serve as the basis for structuring the associate's degree in music. Each two-year college should determine which courses from its approved general education core curriculum to include with the music field of study curriculum in order to constitute a 66-semester credit hour transfer block. In order to receive the baccalaureate degree, a transferring student shall complete the general education core at the receiving institution.

Year	Semester	Course	Notes
FIRST YEAR	Fall	MUSC 101	
	Spring	MUSC 102	
SECOND YEAR	Fall	MUSC 201	
	Spring	MUSC 202	
		General Education Core	31-39 semester credit hours

Total Minimum Credits Required for Musical Theatre Degree: 66

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

+ Courses are required for transfer students to their intended field of study. Transfer students should consult with their advisor to plan their course schedule.

- PSYC 201: Psychology of Adjustment
- PSYC 202: Psychology of Personality
- PSYC 203: Social Psychology
- PSYC 204: Child Psychology
- PSYC 205: Development and Growth

credit hours of  
for transfer  
examinations.  
the purposes  
requirement

**Music - Musical Theater Concentration** (CIP 50.0563)

**281-756-3581**

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
DRAM 1351	Introduction to Acting	3
* GOVT 2305	Federal Government	3
MUAP 1281	Applied Music: Voice	2
* ENGL 1301	Composition I	3
* PSYC 1300	Learning Framework	3
<b>Spring Semester</b>		
DRAM 1341	Makeup	3
* MUEN 1144	Musical Theater I	1
MUAP 1282	Applied Music: Voice	2
* ENGL 1302	Composition II	3
* GOVT 2306	Texas Government	3
<b>Summer Semester</b>		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
<b>SECOND YEAR</b>		
<b>Fall Semester</b>		
DRAM 1352	Acting II	3
MUAP 2281	Applied Music: Voice	2
* American History	Select from American History Core Curriculum	3
* Mathematics	Select from Mathematics Core Curriculum	3
* Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 Recommended	3
<b>Spring Semester</b>		
* MUEN 2144	Musical Theater II	1
* SPCH 1318	Interpersonal Communication	3
MUAP 2282	Applied Music: Voice	2
DRAM Elective	DRAM 2336 strongly recommended	2
* Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
* American History	Select from American History Core Curriculum	3
Total Minimum Credits Required for Musical Theatre Degree . . . . .		60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
 \* May be repeated for credit

Note: Drama courses required for the musical theatre degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

**Associate of Arts Degree Program (A.A.)**

Course Number	Course Title	Credits
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+PSYC 1300	Learning Framework	3
+ENGL 1301	Composition I	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+PSYC 2301	General Psychology	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Second Semester</b>		
PSYC 2307 or	Adolescent Psychology or	3
PSYC 2308 or	Child Psychology or	3
PSYC 2314	Lifespan Growth & Development	3
+ENGL 1302	Composition II	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List below	3
+Component Area Options	Select from Component Area Options Core Curriculum - Group A	3
<b>Summer Semesters</b>		
+American History	Select from American History Core Curriculum	6
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+Mathematics	Select from Mathematics Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List (below)	3
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
<b>Second Semester</b>		
PSYC 2317	Statistical Methods in Psychology	3
PSYC Elective	Choose from PSYC Elective List (below)	3
+GOVT 2306	Texas Government	3
Elective	Select Academic College Level Course	3

Total Minimum Credit Hours Required for an A. A. in Psychology..... 60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

**PSYC Elective List:**

PSYC 2306 Human Sexuality	PSYC 2315 Psychology of Adjustment
PSYC 2307 Adolescent Psychology	PSYC 2316 Psychology of Personality
PSYC 2308 Child Psychology	PSYC 2319 Social Psychology
PSYC 2314 Life-Span Growth and Development	PSYC 2389 Co-op/Internship

**Sociology** (CIP 45.1101)  
**Associate of Arts Degree Program (A.A.)**

**281-756-3733**

Sociology

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+PSYC 1300	Learning Framework	3
+ENGL 1301	Composition I	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+SOCI 1301	Introduction to Sociology	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Second Semester</b>		
**SOCI 2319 or	Minority Studies (offered this semester) or	3
**SOCI 1306	Social Problems (offered Fall 2017)	3
+ENGL 1302	Composition II	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
SOCI 2301	Marriage & The Family	3
+Component Area Options	Select from Component Area Options Core Curriculum - Group A	3
<b>Summer Semesters</b>		
+American History	Select from American History Core Curriculum	6
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+Mathematics	Select from Mathematics Core Curriculum	3
**SOCI 1306 or	Social Problems or	**
**SOCI 2319	Minority Studies	
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+SOCI Elective	Select from Course List Below	3
<b>Second Semester</b>		
PSYC 2317	Statistical Methods in Psychology	3
SOCI Electives	Select Electives from Course List Below	3
+GOVT 2306	Texas Government	3
Electives	Select Academic College Level Course	3

Total Minimum Credit Hours Required for an A. A. in Sociology..... 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
 \*\*May take either course in the semester it is offered but only one is required for the Degree.

**Elective Course List:**

- SOCI 1306 Social Problems
- SOCI 2306 Human Sexuality
- SOCI 2319 Minority Studies
- SOCI 2326 Social Psychology
- SOCI 2336 Criminology
- SOCI 2340 Drug Use and Abuse
- SOCI 2389 Co-op/Internship



**Sports & Human Performance** (CIP 31.0511)

**281-756-3691**

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
PHED 1301	Introduction to Physical Fitness & Sport	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
<b>Second Semester</b>		
+ BIOL 1406	Biology for Science Majors I	4
PHED 1304	Health and Wellness	3
+ PSYC 1300	Learning Framework	3
+ American History	Select from American History Core Curriculum	3
<b>Summer Semesters</b>		
* PHED Electives	Select Physical Activity Courses	2
+ GOVT 2305	Federal Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ ENGL 1302	Composition II	3
PHED 1346	Drug Use and Abuse	3
+ Mathematics	Select from Mathematics Core Curriculum	3
* PHED Electives	Select Physical Activity Courses	1
+ GOVT 2306	Texas Government	3
<b>Second Semester</b>		
PHED 1306	First Aid	3
+ BIOL 2401	Anatomy and Pysiology I	4
+ SPCH 1315	Public Speaking	3
Creative Arts	Select from Creative Arts Core Curriculum	3
<b>Summer Semesters</b>		
* PHED Electives	Select Physical Activity Courses	1
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Total Minimum Credits Required for Sports & Human Performance Degree.....		60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

\* Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

**Associate of Arts in Teaching** (CIP 13.1210)

281-756-3643

Leading to Initial Texas Teacher Certification, EC - Grade 6, Other Certification Areas

**Purpose:** The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to a public college or university in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

**Program Requirements:** Students will complete a criminal background check upon enrollment in education courses.

**\*Students should seek advisement for specific university transfer plans and course transferability.**

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
* PSYC 1300	Learning Framework	3
* ENGL 1301	Composition I	3
* American History Elective	Select from American History Core Curriculum Select Academic College Level Course or TECA	3 3
<b>Second Semester</b>		
* ENGL 1302	Composition II	3
* American History	Select from American History Core Curriculum	3
* Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
* MATH 1314	College Algebra or higher	3
<b>Summer Semesters</b>		
* GOVT 2305	Federal Government	3
* GOVT 2306	Texas Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
* MATH 1350	Fundamentals of Math I	3
EDUC 1301	Introduction to Teaching Profession	3
* SPCH 1315	Public Speaking	3
<b>Second Semester</b>		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
MATH 1351	Fundamentals of Math II	3
* Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
EDUC 2301	Introduction to Special Populations	3
<b>Summer Semesters</b>		
* Social & Behavioral Science Elective	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred) Select Academic College Level Course or TECA	3 3
Total Minimum Credits Required		60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

- Relevant Course List:**
- SOCL 1301 Social Problems
  - SOCL 2301 Human Sexuality
  - SOCL 2302 Minority Studies
  - SOCL 2303 Social Psychology
  - SOCL 2304 Criminology
  - SOCL 2305 Drug Use and Abuse
  - SOCL 2306 Cultural Diversity

**Associate of Arts in Teaching** (CIP 13.1210)

Leading to Initial Texas Teacher Certification, Grades 7 – 12

**Purpose:** The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to a public college or university in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

**Program Requirements:** Students will complete a criminal background check upon enrollment in education courses.

**\*Students should seek advisement for specific university transfer plans and course transferability.**

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
* PSYC 1300	Learning Framework	3
* ENGL 1301	Composition I	3
* American History	Select from American History Core Curriculum	3
* Mathematics	Select from Mathematics Core Curriculum	3
<b>Second Semester</b>		
* ENGL 1302	Composition II	3
* American History	Select from American History Core Curriculum	3
* Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
Academic Discipline	Select from courses in Area Teaching Field	3
<b>Summer Semesters</b>		
* GOVT 2305	Federal Government	3
* GOVT 2306	Texas Government	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
Academic Discipline	Select from courses in Area Teaching Field	3
EDUC 1301	Introduction to Teaching Profession	3
* SPCH 1315	Public Speaking	3
<b>Second Semester</b>		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
Academic Discipline	Select from courses in Area Teaching Field	3
* Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
EDUC 2301	Introduction to Special Populations	3
<b>Summer Semesters</b>		
* Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
Academic Discipline	Select from courses in Area Teaching Field	3
	Discipline:	
	Geography	
	Mathematics	
	Science	
	Art	

Total Minimum Credits Required ..... 60

\* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

## Associate of Science Degree

**Degree:** Associate of Science (A.S.)

**Purpose:** The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the Biological Science, Business Administration, Communications, Computer Information Systems, Health Science, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college.

**Program Requirements:** Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curriculums also include courses in the computer science, humanities and social sciences. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

### Biological Science (CIP 26.0101)

**281-756-5669**

**Associate of Science Degree Program (A.S.)**

Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ BIOL 1406	Biology for Science Majors I	4
+ ENGL 1301	Composition I	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ PSYC 1300	Learning Framework	3
<b>Second Semester</b>		
+ BIOL 1407	Biology for Science Majors II	4
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ CHEM 1411	General Chemistry I	4
<b>Summer Semesters</b>		
+ American History	Select from American History Core Curriculum	3
+ Component Area Options Group A	Recommend SPCH 1315 - Public Speaking	3
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ CHEM 1412	General Chemistry II	4
BIOL 2306 or BIOL 2420 or	Environmental Conservation or Microbiology or	3
+ BIOL 2401	Anatomy and Physiology I	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
<b>Second Semester</b>		
+ BIOL 2402	Anatomy and Physiology II (must take BIOL 2401 first)	4
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
<b>Summer Semesters</b>		
Elective	Select Academic College Level Course	1
Total Minimum Credits Required for Biological Science Degree		60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.