

ALVIN COMMUNITY COLLEGE

Catalog

2017 - 2018



John
General Studies



ALVIN COMMUNITY COLLEGE

General Catalog for 2017-2018

Volume 68, No. 1 • August 2017

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ALVIN COMMUNITY COLLEGE

3110 Mustang Road

Alvin, Texas 77511

Phone: 281-756-3500 • www.AlvinCollege.edu

Accreditation

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:

ACEN Accreditation Commission for Education in Nursing
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Community Colleges
Association of Community College Trustees
Association of Higher Education and Disabilities
Association of Title IX Administrators
CAAHEP Commission on Accreditation of Allied Health Education Programs
CoAEMSP Committee on Accreditation of Educational Programs for the EMS
CoARC Commission on Accreditation for Respiratory Care
CoA-NDT Committee on Accreditation for Neurodiagnostic Technology
CoA-PSG Committee on Accreditation for Polysomnographic Technology
Ellucian - Texas State Reporting Solutions Team
Federal Communications Commission (FCC)
Gulf Coast Intercollegiate Honors Council
JBCC - Judicial Branch Certification Commission
JRC-DMS Joint Review Committee for Diagnostic Medical Sonography
NAPTA North America Process Technology Alliance
National Association of Student Financial Aid Administrators (NASFAA)
NAFSA: Association of International Educators
National Institute for Staff and Organizational Dev.
National Junior College Athletic Association
NCRC National Certification Reciprocity Consortium
Region XIV Athletic Conference
TAP Texas Addiction Professional
TBON Texas Board of Nursing
TCOLE Texas Commission on Law Enforcement
Texas Association Against Sexual Assault
Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
Texas Association of Collegiate Veteran Program Officials
Texas Association of Community Colleges
Texas Community College Teachers Association
Texas Counseling Association

Texas Department of Family & Protective Services (License)

Texas State Department of Health Services

TSSB Texas Skills Standards Board

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 2017 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 or regulations as necessitated by college or legislative action. For the purpose of college operations, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog.

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

WELCOME MESSAGE FROM THE PRESIDENT

To all students, future students, parents, community members and high school officials, it is my privilege to introduce the 2017-18 student catalog. The catalog is the source for everything you need to make a smooth transition into college.

There are vital details about all programs and courses that we offer as well as the requirements needed to complete an associate degree or workforce certificate. Since we encourage communication with our students, there is also a directory of faculty and staff members enabling you to contact the many professionals who can help you. The catalog also includes all the rules and regulations which you need to know in order to succeed at ACC.

For almost 70 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 services staff provides resources outside the classroom that will contribute to your overall success at the college.

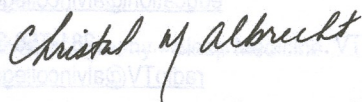
The ultimate goal for Alvin Community College is to bring out the best in our students with affordable, accessible and innovative educational opportunities. With the full support of the community, our excellent faculty and staff fulfill our students' expectations every day through commitment to student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

ACC also offers many services to our students and the community with annual concerts, drama productions, a two-mile jogging trail, a fitness center and our own radio station, KACC 89.7 FM.

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 has 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 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	281-756-3531
	advising@alvincollege.edu
Articulated Credit	281-756-3726
Athletics	281-756-3767
Bookstore	281-756-3681
	http://www.alvincstore.com/
Business Office/Cashier	281-756-3593
Café	281-756-3679
Campus Police	281-756-3700
Career Planning & Placement	281-756-3560
Child Development Laboratory School	281-756-3644
Counseling Services	281-756-3531
Disability Services	281-756-3533
	ods@alvincollege.edu
Distance Education	281-756-3728
	de@alvincollege.edu
Dual Credit	281-756-3726
Financial Aid	281-756-3524
	fa@alvincollege.edu
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	281-756-3544
	ITservices@alvincollege.edu
Institutional Effectiveness/Research	281-756-3663
International Students	281-756-3531
KACC Radio-TV	281-756-3767

Learning Lab/Tutoring	281-756-3557
Learning Lab/Online Tutoring	https://AlvinCollege.Upswing.io
Library	281-756-3559
Marketing & Media	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	281-756-3606
Transfer Evaluation	281-756-3505
Upward Bound Program	281-756-3849
Veteran's Certification Services	281-756-3504
Web Services	281-756-3567

WebServices@alvincollege.edu

Academic and Technical Departments

Academic Foundations	281-756-3556
Accounting	281-756-3812
Agriculture	281-756-5669
Allied Health Programs	281-756-5610
Art	281-756-3605
	arts@alvincollege.edu
	visualarts@alvincollege.edu
Astronomy	281-756-5670
	astronomy@alvincollege.edu
Biology	281-756-5669
	biology@alvincollege.edu
	horticulture@alvincollege.edu
Business Programs	281-756-3812
Chemistry	281-756-5670
	chemistry@alvincollege.edu
Child Development & Education	281-756-3644
	childdevelop@alvincollege.edu
	education@alvincollege.edu
Communications-Radio/TV	281-756-3767
	radioTV@alvincollege.edu
Computer Information Technology/Networking	281-756-3822
	computerinfotech@alvincollege.edu
Court Reporting	281-756-3757
	courtreporting@alvincollege.edu
Criminal Justice/Police Academy	281-756-3951
	law@alvincollege.edu
Culinary Arts	281-756-3949
	chef@alvincollege.edu

Diagnostic Cardiovascular Sonography (DCVS)281-756-5650 sonography@alvincollege.edu	Social Sciences281-756-5680
DCVS Volunteers for Free Scans281-756-5625	Speech281-756-3612
Drama281-756-3607 drama@alvincollege.edu	Sports & Human Performance281-756-3692 PHED@alvincollege.edu
Emergency Medical Technology281-756-5640 EMT@alvincollege.edu	Continuing Education Workforce Development281-756-3787
English281-756-3713	ABE/GED281-756-3995
Foreign Language281-756-5681 foreignlanguages@alvincollege.edu	Health and Medical (<i>Activity Director, CPR, CNA, CMA, Dental, Massage, Medication Aide, NCRT, Phlebotomy & Veterinary Assistant</i>)281-756-3787
Geology281-756-5670 geology@alvincollege.edu	Industrial Training (CNC Mach./CDL/Welding/Pipefitting)281-756-3787
Government and Economics281-756-3742	Information Technology281-756-3787
History281-756-3948 history@alvincollege.edu	Safety Education (License to Carry & Motorcycle Safety)281-756-3787
Human Services and Substance Addiction Counseling281-756-3652 mentalhealth@alvincollege.edu humanservices@alvincollege.edu	Community/Special Interest Programs281-756-3787
Industrial Design Technology281-756-3784 IDT@alvincollege.edu	
Management281-756-3812 MGMT@alvincollege.edu	
Mathematics281-756-3707 math@alvincollege.edu	
Music281-756-3587 music@alvincollege.edu	
Neurodiagnostic Technology281-756-5644 NDT@alvincollege.edu	
Nursing-Associate Degree281-756-5630 nursing@alvincollege.edu	
Nursing - Vocational281-756-5630 nursing@alvincollege.edu	
Office Administration281-756-3822 officeadmin@alvincollege.edu	
Paralegal281-756-3642 paralegal@alvincollege.edu	
Pharmacy Technician281-756-3805 pharmacytech@alvincollege.edu	
Physics281-756-5670 physics@alvincollege.edu	
Polysomnography - Sleep Medicine281-756-5655 polysom@alvincollege.edu sleepstudy@alvincollege.edu	
Process Technology281-756-3785 processtech@alvincollege.edu	
Psychology and Sociology281-756-5680 psychology@alvincollege.edu sociology@alvincollege.edu	
Respiratory Care281-756-5661 respiratorycare@alvincollege.edu	

Alvin Community College 2017-2018 Academic Calendar

Fall Semesters 2017		Spring Semesters 2018		Summer Semesters 2018	
Apr. 18-Apr. 23	Fall 17 Online reg./enrolled students	Nov. 15-Jan. 8	Spr. 18 Registration on Campus	May 23	Summer 1, 11 & 2 Payment Deadline
Apr. 24-Aug. 14	Fall 17 Registration on campus	Jan. 3	College Opens	May 24-June 5	Sum. 1/11 Wk. Reg. (\$50 Late Fee)
Aug. 4	<i>Last Friday Closed</i>	Jan. 6	Super Saturday/Reg. 8 am - 1 pm	May 28	<i>Memorial Day Holiday</i>
Aug. 12	Super Saturday/Reg. 8 am - 1 pm	Jan. 8	16 Wk./Mini 1 Payment Deadline	June 4	Summer 1/11 Wk. Classes Begin
Aug. 14	16 Wk./Mini 1 Payment Deadline	Jan. 9-17	16 Wk./Mini 1 Reg. (\$50 Late Fee)	June 7	Summer 1 Census Date
Aug. 15-22	16 Wk./M1 Registration (\$50 Late Fee)	Jan. 8-12	Faculty Work Days/Convocation	June 21	Summer 11 Wk. Census Date
Aug. 16 - 18	Faculty Work Days/Convocation	Jan. 15	<i>Martin Luther King, Jr. Day</i>	June 27	Summer 1 Withdrawal Deadline
Aug. 21	16 Wk./Mini 1 Classes Begin	Jan. 16	16 Wk./Mini 1 Classes Begin	July 3-12	Summer 2 Registration (\$50 Late Fee)
Aug. 28	Mini 1 Census Date	Jan. 23	Mini 1 Census Date	July 4	<i>July 4th Holiday</i>
Sept. 4	<i>Labor Day Holiday</i>	Jan. 31	16 Week Census Date	July 9	Summer I Classes End/ Finals
Sept. 6	16 Week Census Date	Feb. 1	12 Week Payment Deadline	July 10	Summer I Grades Due, 9:00 am
Sept. 11	12 Week Payment Deadline	Feb. 2-12	12 Week Registration (\$50 Late Fee)	July 11	Summer 2 Classes Begin
Sept. 12-18	12 Wk. Registration (\$50 Late Fee)	Feb. 12	12 Week Classes Begin	July 17	Summer 2 Census Date
Sept. 18	12 Week Classes Begin	Feb. 20	Dean's Reception	July 30	Sum.2/11Wk. Withdrawal Deadline
Sept. 25	Fall Mini 1 Withdrawal Deadline	Feb. 20	Mini 1 Withdrawal Deadline	Aug. 1	Graduation Application Deadline
Sept. 28	12 Week Census Date	Feb. 22	12 Week Census Date	Aug. 14	Sum.2/11Wk. Classes End/Finals
Oct. 5	Mini 2 Payment Deadline	Feb. 23	<i>TCCTA Convention</i>	Aug. 15	Sum.2/11Wk. Grades Due, 9:00 am
Oct. 6-12	Mini 2 Registration (\$50 Late Fee)		<i>No day classes. Offices close 12 noon</i>		
Oct. 10	Mini 1 Classes End/Finals		<i>Friday evening classes will meet.</i>		
Oct. 11	Mini 1 Grades Due	Feb. 28	Mini 2 Payment Deadline		
Oct. 12	Mini 2 Classes Begin	March 1-7	Mini 2 Registration (\$50 Late Fee)		
Oct. 19	Mini 2 Census Date	March 3	Commencement - TDCJ		
Nov. 6 - 14	Spr. 18 Online reg./enrolled students	March 5	Mini 1 Classes End/Finals		
Nov. 13	12/16 Wk. Withdrawal Deadline	March 6	Mini 1 Grades Due		
Nov. 14	Mini 2 Withdrawal Deadline	March 7	Mini 2 Classes Begin		
Nov. 15-Jan. 8	Spr. 18 Registration on Campus	March 12-16	<i>Spring Break</i>		
Nov. 17	Fall Graduation Application Deadline	March 21	Mini 2 Census Date	Colleague	Shown in this calendar as:
Nov. 22-24	<i>Thanksgiving Holidays</i>	Mar 30-Apr 2	<i>Spring Holiday/Study Day</i>	217FA	16 Week (Fall)
Nov. 29	Fall Graduation Reception	April 3 - 9	Sum. 18 Online reg./enrolled students	217FAM1	Mini 1 (Fall)
Dec. 1	12/16 Wk./M2 Wkday Classes End	April 9	12 Week Withdrawal Deadline	217FA12	12 Week (Fall)
Dec. 2	12/16 Wk./M2 Wkend Classes End	April 10-May 23	Summer 18 Registration on Campus	217FAM2	Mini 2 (Fall)
Dec. 4-9	12/16 Wk./M2 Final Exams	April 12	Spr. Graduation Application Deadline	217FAM3	Holiday Mini 3 (Fall)
Dec. 6	ADN Pinning Ceremony	April 18	16 Week Withdrawal Deadline		
Dec. 7	Holiday Mini 3 Payment Deadline	April 23 - 29	Fall/18 Online reg./enrolled students	218SP	16 Week (Spring)
Dec. 8-11	Holiday M3 Registration (\$50 Late Fee)	April 23	Mini 2 Withdrawal Deadline	218SPM1	Mini 1 (Spring)
Dec. 9	Commencement 10:00 am	April 23	Awards Day	218SP12	12 Week (Spring)
Dec. 11	Holiday Mini 3 Classes Begin	April 30 - TBA	Fall/18 Registration on Campus	218SPM2	Mini 2 (Spring)
Dec. 11	Police Academy Graduation	May 2	Mini 3 Payment Deadline	218SPM3	Mini 3 (Spring)
Dec. 11	12/16 Wk./M2 Grades Due, 9:00 am	May 2	Spring Graduation Reception		
Dec. 12	Holiday Mini 3 Census Date	May 3-14	Mini 3 Registration (\$50 Late Fee)	218SU1	Summer 1
Dec. 14-Jan. 2	<i>Winter Break</i>	May 4	12/16 Wk./M2 Wkday Classes End	218SU11	Summer 11
Dec. 27	Holiday Mini 3 Withdrawal Deadline	May 5	12/16 Wk./M2 Wkend Classes End	218SU2	Summer 2
Jan. 2	Holiday Mini 3 Classes End/Finals	May 7-12	12/16 Wk./M2 Final Exams		
Jan. 3	Holiday Mini 3 Grades Due, 9:00 am	May 9	ADN Pinning Ceremony		
		May 10	LVN Pinning Ceremony		
		May 11	Respiratory Pinning Ceremony		
		May 12	Commencement 10:00 am & 1:30 pm		
		May 14	12/16 Wk./M2 Grades Due, 9:00 am		
		May 14	Mini 3 Classes Begin		
		May 15	Mini 3 Census Date		
		May 18	First Friday Closed		
		May 21	Mini 3 Withdrawal Deadline		
		May 22	CEWD/GED Graduation		
		May 23	Police Academy Graduation		
		May 29	Mini 3 Classes End/Finals		
		May 30	Mini 3 Grades Due, 9:00 am		

**This calendar is subject to change.
Revised 7/6/17**

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 and the campus was sold in 2016.

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, to provide relief for overcrowded classrooms, and to update technology and simulation labs.

In 2016, the college was named a Hispanic Serving Institution by the U.S. Department of Education. The college also received a \$3.8 million grant to expand its offerings in Science, Technology, Engineering and Math fields.

That same year, the college was one of 67 in the United States to be named part of the Second Chance Pell program, which offers scholarship assistance for incarcerated students.

The enrollment of Alvin Community College has grown from 134 students in 1949 to almost 6,000. During this period of growth, Alvin Community College has had six 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 (Tutoring Center), classrooms, the Library, 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 on the 1st floor in C100. 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. Human Resources and the Career Services office are also located in this building.
- 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, GED, 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 are parking spaces 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 campus police webpage - <http://www.alvincollege.edu/Campus-Police>.

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.

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 at 281-757-3517. Employees and others may contact the Executive Director of Human Resources for more information on sexual harassment.

Filing a Title IX Complaint

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 (<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 ACC Policy.

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

Sexual assault refers to any sexual act directed against another person against the person's will; or when the survivor is incapable of giving consent and includes 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.

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.

More information can be found on the college website at: <http://www.alvincollege.edu/Quick-Links/What-is-Title-IX> or <http://www.alvincollege.edu/SexualAssault>.

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.https://records.txdps.state.tx.us/sex-offender/](http://records.txdps.state.tx.us/sex-offender/).

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.

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 by completing a complaint form at <http://www.alvincollege.edu/Campus-Information/Student-Complaints>. 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.

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.

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.

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). More information can be found at <http://www.alvincollege.edu/StudentRighttoKnow>.

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 Video Recording 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. See Drug & Alcohol Prevention Program (Drug-Free Schools & Communities Act) at <http://www.alvincollege.edu/Students/CurrentStudents>.

Tobacco Policy

ACC Policy prohibits the possession or use of tobacco products or e-cigarettes (including vapor products) on college property. More information on smoking cessation can be found on ACC's Smoking Cessation page at <http://www.alvincollege.edu/Smoking-Cessation>.

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 online at <http://www.alvincollege.edu/Students/CurrentStudents>.

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.

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 Texas Success Initiative (TSI) Assessment scores or proof of 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.

• HSE - High School Equivalency (previously "GED")

A student is admitted as a HSE graduate when they report on the admissions application that they completed the HSE exam 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

A transfer student is one who has previously attended a regionally accredited public or private institution of higher education prior to attending Alvin Community College. ACC requires transcripts* from all previous colleges as well as TSI status.

• Dual Credit

A student is accepted for the dual credit program when Texas Success Initiative (TSI) 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 or non-permanent residents may be admitted as international students. Students seeking admission are required to make an appointment with the advisor for international students.

• Individual Approval

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 HSE 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 Advisor 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 79+ on the TOEFL (internet based), with a required 26 on the speaking portion, or an IELTS score of 6.5+ will be accepted as English proficient. A minimum score of 550+ on the TOEFL (paper based), or an IELTS score of 6.5+ will be accepted as English proficient. 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.

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.

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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.

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, lack of email, emergency contact 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.

Texas Success Initiative (TSI)

The 78th Texas Legislature implemented the Texas Success Initiative (TSI) (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 – (Taken prior to 3/5/16) 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

SAT – (Taken 3/5/16 or after)

- a minimum of 480 on evidence-based reading and writing (EBRW) for an exemption in reading and writing
- a minimum of 530 on math for an exemption in math
- **Note:** Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.

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.

STAAR - 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 – A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of the Texas Administrative Code (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324. It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.

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.

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.

Level One Certificate Waiver - A student who is enrolled in a certificate program one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent).

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. For more information, contact Advising Services.

Developmental Courses:

NCRW 0200 (Non Course Integrated Reading & 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, graduation with honors status, or calculated into the student's GPA.

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.

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 as specified in the degree plan. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

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>

2017-18
Rev: 07-27-17

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>

Foundation for International Services, Inc.
505 5th Avenue South, Suite 101, Edmonds, WA 98020
Phone: 425-248-2255 Email: info@fis-web.com
<https://www.fis-web.com/contact-us>

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

International Academic Credential Evaluators, Inc.
PO Box 2465, Denton, TX 76202-2465
Phone: 940-383-7498 Email: staff@iacei.net
<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
Phone: 214-575-5404 <http://www.riaiec.org>

SDR Educational Consultants
10134 Hammerly, No. 192, Houston, TX 77080
Phone: 713-460-3525 Fax: 713-460-5344
Email: sdrodrig@aol.com

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

Worldwide Education Consultant Services
5521 N. Expressway 77, Brownsville, TX 78520
Brownsville Phone/Email: 956-350-4660, info@wecseval.com,
Houston Phone/Email: 281-829-9243, 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

Articulated Credit Program

Articulated Credit is the process of completing approved 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 college credit for 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 approved articulated class, apply for admissions to ACC, file a petition for credit with the College Pathways Specialist in the College & Career Pathways (CCP) Office - A227, within 15 months of graduation, and major in the articulating associate of applied science program that corresponds to the course taken at ACC. Articulated Credit will be posted to the student's

transcript after successful completion of their first semester in the degree or certificate program at ACC.

Prior Learning Assessment (PLA) Credit

Prior Learning Assessment (PLA) is the process of evaluating a student's knowledge and skillset to allow college credit to be awarded towards the completion of a certificate or degree. PLA may be granted for education obtained through a variety of methods including Continuing Education mirror courses, industry certification, non-accredited private and technical college coursework, military training, and credit by examination (departmental and national exams). PLA credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students planning to transfer PLA credit should confer with the receiving institutions.

The evaluation of PLA credit is based upon the guidelines of the Southern Association of Colleges and Schools and Alvin Community College. 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, Advising Services, and the College & Career Pathways Office (CCPO).

Prior Learning Assessment credit will be evaluated and approved by the Department Chair, the Dean of the respective subject, the CCP office and the Vice President of Instruction.

PLA Criteria

- Student has successfully completed a minimum of six semester hours of ACC course work and is currently enrolled after the census date of the requesting semester.
- PLA credit will only be awarded as it applies to a current ACC program of study.
- Student has paid for all fees associated with the review and/or assessment. Fees associated with PLA credit are waived for veterans with honorable or general conditions discharge.
- There is no charge for transcription of AP/CLEP/IBD/DSST PLA credit.
- PLA credit is noted as PLA on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and Continuing Education mirror courses, which will be noted with a grade of A, B, or C.
- Awarded PLA credit will not be counted toward resident credit with the exception of ACC Continuing Education mirror classes.
- A maximum of 24 hours of PLA credit in any format, may be awarded.

Requesting Prior Learning Assessment Credit

- Complete PLA Application located in the Admission and College & Career Pathways offices (CCP).
- Submit application to the CCP office for verification and approval.
- Pay required fees to the ACC cashier's office. There is no charge for transcription of AP/CLEP/IBD/DSST and Military PLA credit. There is a \$50 per credit hour assessment fee for all other forms of PLA.
- CE mirror classes carry the same tuition and fees as credit classes.
- Follow submission directions printed on PLA application according to the form of credit for which you are applying.

Types of Prior Learning Assessment

PLA-Continuing Education Mirror Courses

A CE mirror course is taken through the Continuing Education Department for non-academic credit only (also known as a unit). Students interested in pursuing an academic degree can petition for PLA credit which would convert the CE unit to an academic credit.

- Students enrolling in a mirror class with known intent to request conversion to academic credit should take the class for academic credit.
- CE mirror classes carry the same tuition and fees as credit classes.
- Students wanting academic credit for CE units should complete the PLA application available in the Admissions or College and Career Pathway Office; and submit to the CCP office for criteria approval.
- Approved applications will be submitted to the Registrar's office for official evaluation and transcription.
- Academic credit will count as resident credit.
- A grade of A, B, or C will be assigned.

PLA-Credit for Military Service

PLA 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;
- Honorably discharged with a minimum two years of service in the armed forces or was discharged because of a disability.
- Students wanting credit for military service should complete the PLA application available in the Admissions or College and Career Pathway office; and submit to the CCP office for criteria approval.
- Students should submit approved applications and supporting documents to the appropriate Department Chair for review.

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

- Two hours of physical activity credit from the DD214;
- Academic course credit directly equivalent and applicable to the student's major from the military transcript (AARTS, SMART, CCAF), based on ACE Guide recommendations.

Students are eligible for a minimum of 12 hours of college elective credit to satisfy elective course requirements in the student's degree program.

PLA-National Credit by Examination

PLA credit by examination offers students an opportunity to earn credit for previous knowledge and skills made evident by passing the exam. 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. Required scores for each national exam accepted are published below. After taking the selected national exam, students wanting PLA credit should:

- Submit official scores to the ACC Admissions office. Note: CLEP exams are available at ACC. Students do not have to request submission of scores to the admissions office if taking the exam at ACC.

- Complete the PLA application and submit to the Registrar's office for review and approval.
- Students will be notified by the Registrar's office once credit has been transcribed.

Departmental Credit by Examination

Departmental credit by examinations are available in certain disciplines. Students may be encouraged to take a national exam when a departmental exam is not available. Technical programs may require additional lab exams to demonstrate mastery of the skills being assessed. The student must:

- Check with the Department Chair to determine if a departmental examination is offered or visit the College & Career Pathways website for the list of exams.
- Complete the PLA application and submit to the CCP office for criteria approval.
- Pay the PLA exam fee prior to attempting the exam.
- Schedule exam with the Department Chair.

A grade of A, B, or C will be awarded and posted to the student's transcript upon successful completion of the departmental exam and approval of VPI. 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, and will not be calculated in the ACC GPA.

Industry Certifications and Career Portfolios

Experiential learning (life experiences) will be considered for credit. Students will demonstrate knowledge and skillset by opting to take a national or departmental examination. Students desiring to earn PLA credit by examination should follow the steps as outlined above.

Students presenting certificates earned on the job should:

- Complete the PLA application and submit to the CCP office for criteria approval.
- Pay the PLA exam and/or assessment fee prior to attempting the examination or having industry certificate reviewed.
- Submit application and all supporting documents to the appropriate Department Chair for review.

Foreign Language PLA Credit

Students may earn up to 11 hours of PLA 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. Students wanting to apply for PLA Foreign Language Credit must follow the steps outlined for Departmental Credit by Exams.

DSST Exams (DANTES)

Test Title	Minimum Score	Credit Hours Awarded	ACC Course
General Anthropology	400	3	ANTH 2346
Human Cultural Geography	400	3	GEOG 1302
Lifespan Developmental Psychology	400	3	PSYC 2314
Introduction to Business	400	3	BUSI 1301
Introduction to Computing	400	4	COSC 1301
Introduction to World Religions	400	3	PHIL 1304
Management Information Systems	400	3	BCIS 1305
Personal Finance	400	3	BUSI 1307
Principles of Statistics	400	3	MATH 1342



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
Economics SL	4	ECON-2301
Economics HL	5	ECON-2301, 2302
English HL Lang A1 or A2	4	ENGL-1301
Environmental Systems & Societies SL	4	GEOL-1405
Foreign Languages:		
French		
Language A1 or A2 or B (HL)	4	FREN-1411, 1412, 2311, 2312
Language B (SL)	4	FREN-1411, 1412
Language AB	4	FREN-1411
Spanish		
Language A1 or A2 or B (HL)	4	SPAN-1411, 1412, 2311, 2312
Language B (SL)	4	SPAN-1411, 1412
Language AB	4	SPAN-1411
Geography	4	GEOG-1301
History		
Europe	4	HIST-2311
Mathematics HL	4	MATH-2412, 2413
Mathematics w/further math (HL only)	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

SL = Standard Level
HL = Higher Level

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		3	ARTS 1311
Art / Studio Art: 3-D Design	3		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 & Culture	3		8	FREN 2311 / 2312
French Literature & Culture	3		14	FREN 1411/ 1412
				FREN 1411/1412
				FREN 2311/2312
Government & Politics / US	3		3	GOVT 2305
History of the US I: US to 1877		50	3	HIST 1301
History of the US II: 1865 to present		50	3	HIST 1302
Human Growth and Development		50	3	PSYC 2314
Human Geography	3		3	GEOG 1302
Information Systems & Computer App		50	3	BCIS 1305
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Physics 1	3		4	PHYS 1401
Physics 2	3		4	PHYS 1402
Physics C Electricity / Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology	3	50	3	PSYC 2301
Sociology		50	3	SOCI 1301
Spanish Lang., Level I		50	8	SPAN 1411 / 1412
Spanish Lang., Level II		63	14	SPAN 1411/ 1412
Spanish Language & Culture	3		8	SPAN 2311/ 2312
Spanish Literature & Culture	3		11	SPAN1411/ 1412
				SPAN 2311
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I:1648 to present		50	3	HIST 2312
World History	3		3	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
Communication	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.							
Mathematics	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.							
Life and Physical Sciences	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.							
Language, Philosophy & Culture	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.							
Creative Arts	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.							
American History	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.							
Government/Political Science	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.							
Social & Behavioral Sciences	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.							
Component Area Option	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 CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective Fall 2017

Component Area	Courses	Hours
Communication 010	Required: ENGL 1301 and ENGL 1302 <u>or</u> 2311	6
Mathematics 020	Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Life & Physical Sciences 030 <i>(formerly Natural Sciences)</i>	Select two: 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
Language, Philosophy & Culture 040 <i>(formerly Humanities)</i>	Select one: COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 FREN 2311, 2312 HUMA 1301, 1302 PHIL 1301, 1304, 2306 SPAN 2311, 2312, 2313, 2315	3
Creative Arts 050 <i>(formerly Visual & Performing Arts)</i>	Select one: ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 1351, 1352 2362, 2366 MUSI 1306, 1307, 1310	3
American History 060 <i>(formerly U.S. History)</i>	Select one group: HIST 1301 and 1302 or 2301, HIST 2327 and 2328 or 2301	6
Government / Political Science 070 <i>(formerly Political Science)</i>	Required: GOVT 2305 and 2306	6
Social & Behavioral Sciences 080	Select one: ECON 2301, 2302 GEOG 1301, 1303 PSYC 2301 SOCI 1301	3
Component Area Options 090	Select one from each group: Group One: FREN 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335 Group Two: PSYC 1300 (recommended) or Any course contained in the Core Curriculum that has not already been used to fulfill requirements for each Component Area	6
TOTAL CORE CURRICULUM CREDITS		42

Revised: 05-04-17

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 resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed semester hours) which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the grant 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 which they plan to transfer. In order to secure such a guaran

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 may be eligible 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). These courses will not fulfill degree requirements. Contact the ACC Business Office to determine eligibility.

Academic Classifications

Freshman:	1 to 29 semester credit hours
Sophomore:	30 - 60 semester credit hours
Upperclassman:	more than 60 semester credit hours

Full-time Status:

Fall and Spring	12 or more semester credit hours
Summer Eleven Week	8 or more semester credit hours
Summer Five Week	4 or more semester credit hours

A semester hour of credit is equivalent to at least three hours of work per week (one hour of faculty instruction and two hours of out of class student work) for approximately fifteen to sixteen weeks or an equivalent amount of work over a different period of time. Classes with a laboratory, clinical, or other academic component may add a semester hour of credit to a course.

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	15-16 semester credit hours
Summer Eleven Week session	12 semester credit hours
Summer Five Week session	6 semester credit hours combined
Summer Five Week & 11 Week sessions	12 semester credit hours

A student must have written permission from the Vice President of Instruction or designee to register for: more than 16 credits in any combination of terms within the fall or spring semesters; more than 12 credits in any combination of summer semesters. Additionally, a student's cumulative grade point average must be a 3.0 or higher on a minimum of twelve completed hours at ACC and a justification for the increase documented to be considered for approval.

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 2017 & Spring 2018

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	\$46	\$92	\$140	\$7	\$60	\$30	\$30	\$30	\$15	\$10	\$182	\$228	\$274	\$322
2	92	184	280	14	60	30	30	30	15	10	189	281	373	469
3	138	276	420	21	60	30	30	30	15	10	196	334	472	616
4	184	368	560	28	60	30	30	30	15	10	203	387	571	763
5	230	460	700	35	60	30	30	30	15	10	210	440	670	910
6	276	552	840	42	60	30	30	30	15	10	217	493	769	1,057
7	322	644	980	49	60	30	30	30	15	10	224	546	868	1,204
8	368	736	1120	56	60	30	30	30	15	10	231	599	967	1,351
9	414	828	1260	63	60	30	30	30	15	10	238	652	1,066	1,498
10	460	920	1400	70	60	30	30	30	15	10	245	705	1,165	1,645
11	506	1012	1540	77	60	30	30	30	15	10	252	758	1,264	1,792
12	552	1104	1680	84	60	30	30	30	15	10	259	811	1,363	1,939
13	598	1196	1820	91	60	30	30	30	15	10	266	864	1,462	2,086
14	644	1288	1960	98	60	30	30	30	15	10	273	917	1,561	2,233
15	690	1380	2100	105	60	30	30	30	15	10	280	970	1,660	2,380
16	736	1472	2240	112	60	30	30	30	15	10	287	1,023	1,759	2,527
17	782	1564	2380	119	60	30	30	30	15	10	294	1,076	1,858	2,674
18	828	1656	2520	126	60	30	30	30	15	10	301	1,129	1,957	2,821

Summer 2018

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	\$46	\$92	\$140	\$7	\$60	\$30	\$15	\$15	\$15	\$10	\$152	\$198	\$244	\$292
2	92	184	280	14	60	30	15	15	15	10	159	251	343	439
3	138	276	420	21	60	30	15	15	15	10	166	304	442	586
4	184	368	560	28	60	30	15	15	15	10	173	357	541	733
5	230	460	700	35	60	30	15	15	15	10	180	410	640	880
6	276	552	840	42	60	30	15	15	15	10	187	463	739	1,027
7	322	644	980	49	60	30	15	15	15	10	194	516	838	1,174
8	368	736	1120	56	60	30	15	15	15	10	201	569	937	1,321
9	414	828	1260	63	60	30	15	15	15	10	208	622	1,036	1,468
10	460	920	1400	70	60	30	15	15	15	10	215	675	1,135	1,615
11	506	1012	1540	77	60	30	15	15	15	10	222	728	1,234	1,762
12	552	1104	1680	84	60	30	15	15	15	10	229	781	1,333	1,909
13	598	1196	1820	91	60	30	15	15	15	10	236	834	1,432	2,056
14	644	1288	1960	98	60	30	15	15	15	10	243	887	1,531	2,203
15	690	1380	2100	105	60	30	15	15	15	10	250	940	1,630	2,350
16	736	1472	2240	112	60	30	15	15	15	10	257	993	1,729	2,497
17	782	1564	2380	119	60	30	15	15	15	10	264	1,046	1,828	2,644
18	828	1656	2520	126	60	30	15	15	15	10	271	1,099	1,927	2,791

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:	\$46
Out of District:	\$92
Non-Resident:	\$140
Credit by Exam (per semester hour)	\$50 /semester hr
Installment Plan Fee	\$30
Diploma Replacement Fee	\$45
Prior Learning Assessment Fee	\$50 /per semester hour
Technical Program Fee	\$10 /per technical course
Returned Check Fee	\$30
Late Registration Fee	\$50
ID Card Replacement Fee	\$5
Transcript Fee	\$7.50 /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 VA Certification Advisor.

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 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. Make-up days for official college closings will be scheduled as needed.

Emergency Notification System

Rave is the Alvin Community College emergency notification system. It is designed to quickly warn students of possible threats, severe weather and college closings. Students are automatically enrolled each semester of attendance. Students must provide emergency contact information and may update this information online using WebACCess or at the Admissions Office.

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 Director of Retention, 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.

Excused Absence for Active Military Service

Upon notice from a student, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Education Code 51.911(c); 19 TAC 4.9(a)-(b). For more information see: "FC" legal policy on the college website.

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 shown 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. 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, 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

Only officially enrolled students are allowed to attend classes and participate in instructional activities such as tutoring, assessment, and the learning lab. Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian or authorized responsible adult at the ACC campus to monitor the student's activities outside of class and to be immediately available in case of an emergency. Infants and minor children are not allowed in the classroom, laboratories, employee offices, or other facilities of the college. Employees are encouraged to report incidents of unattended children to their immediate supervisor or campus police.

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.

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).

• Withdraw 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 if an email receipt is not received.

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

• In Person: Admissions Office- A100

2017-18

Rev: 07-27-17

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 may be allowed for students who can show good cause for dropping more; see the exception list below. Once the six course drop limit has been reached, students will not be allowed to drop. Drops included in the limit will be recorded on the student transcript. Students should discuss their options with a counselor, advisor, or instructor, as well as making use of campus resources before deciding to drop a course. Exceptions may be granted by the Vice President of Student Services or designee due to extenuating circumstances. Exceptions may be made for the following situations;

- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course
- The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
- The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family and such active duty interferes with the student's ability to satisfactorily complete the course.
- The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
- Other good cause as determined by the institution of higher education.

Contact the Admissions Office for information about the drop exception procedure.

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 for certain programs 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

Course Grade Appeal

A student shall have one year from the date a grade is assigned to submit a grade appeal. A student shall not be permitted to submit a grade appeal because of general dissatisfaction with the grade, when a penalty has been assigned to the grade, or due to the outcome of a course as a result of a grade. In addition, disagreement with the instructor's professional judgment of the quality of the student's work and performance shall not be permitted as the basis for a grade appeal."

During an appeal, the student is required to first meet with the faculty member for discussion and to seek resolution. If resolution does not occur at the faculty level, the student may first appeal to the Dean and then the VPI for further consideration. The VPI may schedule a conference with the student or refer the appeal to an Academic Appeals Committee. Since only grade appeals will be considered by the Academic Appeals Committee, this will be a designated committee and not an open institutional standing committee. To date, there has not been a situation that warranted an Academic Appeals Committee hearing. The Committee, comprised of at least five College employees and one student, will be designated according to procedures developed by the College President.

Complete procedures for a course grade appeal can be found in ACC's local policy, FLDB at <http://pol.tasb.org/home/index/214>. A course grade complaint form can be obtained at: <http://www.alvincollege.edu/Campus-Information/Student-Complaints>

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 Complaints

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Complete procedures for complaints can be found in ACC's local policy, FLD at <http://pol.tasb.org/home/index/214>. A complaint form can be obtained at:

<http://www.alvincollege.edu/Campus-Information/Student-Complaints>

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 and 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 and 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

Grades and Transcript Requests

Students can obtain their semester grades and print unofficial grade transcripts through WebACCESS online services. There are two methods by which students may request official transcript (\$7.50 per request):

1. WebACCESS – An online request service that requires a password setup. Payment is accepted by credit/debit card. The options for an official transcript delivery is through SPEEDE (with approved trading partners) or through Parchment (secure PDF or paper). Follow the instructions located under each option in WebACCESS.
2. In person at the ACC Admissions Office – A100. Transcripts provided directly to the student will be marked "Issued to Student," and may not be accepted as official by other institutions.

Transcript requests will be serviced as long as financial obligations to the College have been met.

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 prior learning 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. TSI 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 a program, a Program Change Form must be filed with an 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 five years from the date of last enrollment. A student must have been enrolled during the catalog year in which they are petitioning to graduate from. If petition for graduation is made six 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, unique to that degree, 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 and summer graduates. In order for a student to qualify to participate in the May ceremony, they must have completed their courses and met their degree or certificate requirements during the spring semester OR they must be currently registered (and paid in full) in their last courses (12 hours maximum during summer) with anticipated completion by the end of the summer semester.

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 <https://bb.alvincollege.edu> or by using the MyBlackboard link located on the ACC homepage.

Bb Student (app)

What is Bb Student?

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

How do students obtain Bb Student?

- 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 "Bb Student"
- 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

The Career Services staff is available to assist students and graduates with their career goals. Whether you are undecided or ready to make a career move, the staff can help you maximize your career potential by exploring your interests and matching them with employment opportunities. The staff connects students with our powerful network of employers and community partners. Career Services provides a large suite of online tools and resources, as well as, personalized assistance with resume writing and interviewing technique.

- Specific services include:
- JobLink – Application System
- Resume and Cover Letter Writing Assistance
- Mock Interviews
- Career/Employer Information Resources and Computer Lab
- Career-Related Workshops and Programs
- Campus Interviews with Company Recruiters
- Job Fairs

Career Services is located in Building D, room C132, and is open Monday – Thursday 8:00am-5:00pm and Friday 8:00am-12:00pm. Please call to schedule an appointment 281-756-3560.

Career Planning and Assessment

The Career Planning and Assessment 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. To complete a career assessment test, please contact the Testing Center 281-756-3526. The Testing Center is located in Building A, room 144A.

Employment Services

JobLink is the free applicant database used to advertise campus and off campus employment opportunities. All Alvin Community College students and graduates may register and use JobLink 24 hours a day, 7 days a week. Once registered, students may upload resumes and cover letters for employers to review, search for job opportunities, locate job fair information and receive employment bulletins. Local and national employers post opportunities seeking to hire students, interns, as well as, part-time and full-time positions. Many opportunities are directly related to degrees and certificates offered at Alvin Community College. College departments also advertise for fill college work-study or student worker positions.

All job postings may be found at www.alvincollege.edu/CareerServices - click on the JobLink logo, create an account, search "Active" jobs. JobLink may also be accessed by clicking on the JOBS@ACC header on the College's website: www.alvincollege.edu

New Student Orientation Requirements - NSO

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 prior to the first semester of attendance using one of the following formats:

1. New Student Orientation programs held throughout the year
2. Dolphin Camp
3. Web based programs found on the college home page

Dolphin Camp is a two-day extended orientation session offered during the summer to first generation college students. 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 provides students unique academic opportunities. Students are encouraged to develop projects to challenge themselves and enhance their ability to succeed at higher levels academically.

The Honors Program allows students a flexible, collaborative setting in which these students will enjoy a vibrant and stimulating classroom experience. Honors designation on a student's transcript demonstrates to universities that a student is serious and deserves due consideration for admission. Students who successfully finish 12 hours of credit will receive special recognition at graduation.

It can also enhance a student's ability to earn scholarships from \$250 to \$700 that will help defray the increasing costs of higher education. Additionally, a student may be selected to attend local, regional or national conferences.

Honors classes, as well as eligibility to develop an honors project in a regular class, are reserved for students who have demonstrated a high level of achievement at ACC or in high school.

Students must meet at least one of the following criteria:

- A GPA of at least 3.25 with at least 12 hours
- An ACT score of at least 26
- An SAT score of at least 1100
- Graduation in the top 20% of your high school class
- Approval by the class instructor

If you wish to develop an honors project in a non-honors class, a student should approach his/her instructor within the first week of class. Together, the student and the instructor will choose the appropriate project and enter into a contract stipulating what is expected. For more information call 281-756-3742 or 281-756-3974.

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. Complete the ACC online admission application and an early admissions contract.
2. Qualify for college level courses by taking the TSI exam, or by meeting SAT/ACT exemption or STAAR waiver requirements. Visit website or with an ACC Advisor to review score requirements.
3. Visit with an ACC Advisor to review test scores and identify courses.
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 an ACC 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 an ACC Advisor for more information. Information is also available at www.alvincollege.edu/dualcredit or by emailing the department at 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. Disability Services focuses on assisting students with disabilities make a successful transition to college by providing accommodations. All students with disabilities are encouraged to register with Disability Services and provide documentation in order to determine appropriate 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.

More information and resources regarding transition, documentation, and services 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 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
- 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 to the Financial Aid Office located in the A building.

Students must apply for financial aid online and submit a new application for re-evaluation each year. An 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. Individual assistance is available to assist students with completing the financial aid application.

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 Census Date

Financial Aid Census Date is the day that the ACC Financial Aid Office will look at your enrollment for the semester. The number of eligible registered hours will determine your Financial Aid Award for the semester. The Financial Aid Census Date will be posted under the Latest News Section, "Important Dates" on the Financial Aid homepage. For more information go to:

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

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.

Year Round Pell allows a student to receive a Federal Pell Grant (Pell Grant) fund for up to 150 percent of the student's Pell Grant Scheduled Award for an award year. The student must be otherwise eligible to receive a Pell Grant. Note that any Federal Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Use, LEU.

Grants do not have to be repaid, except under certain circumstances. Federal Pell Grants are adjusted based on enrollment on the Financial Aid Census date for each semester. Also, students who totally withdraw from classes may be subject to repayment of Federal Pell Grant.

Federal Supplemental Educational Opportunity Grants:

Supplemental Educational Opportunity Grants (SEOG) are awarded to students with the most 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. Federal loans may be deferred (no payments required) for students that are enrolled in at least six hours per semester.

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 stop 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).
- 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 prior learning 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 ($60 \times 1.5 = 90$ 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 - <http://www.collegeforalltexans.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.

Veterans Benefits/TA/GIBill© (Federal)

Alvin Community College is approved for veteran's educational training. Students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the ACC Veterans Advisor in the ACC Advising office for applications and additional information. Students are encouraged to apply for benefits online at www.vets.gov/education. Eligibility to receive benefits is determined by the Veterans Administration. Certification of enrollment is not an automatic process; veterans must request certification each semester. All students receiving federal benefits must have an active degree plan on file. Only courses on the degree plan can be certified, and additional courses can be certified in the semester the student graduates. Courses are not eligible for certification if they have already been successfully completed.

Veterans may also be eligible to receive federal financial aid. Veterans will receive additional information regarding loans and federal aid via email. Students who plan to receive VA benefits must meet with a Financial Aid Advisor prior to receiving loans. Academic advising is mandatory for all veterans. Disability Services, Career Counseling and individual counseling are available to veterans upon request. Please contact the Veterans Certifying Official at veterans@alvincollege.edu for more information. All recipients of benefits must comply with standards of academic progress as follows:

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 (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 CGPA 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 GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for 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. For additional information or questions, contact the Veterans Advisor located in the Advising Office.

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 Texas educational student loan
- Submit official transcripts from all Texas regionally accredited colleges or universities.

The "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children.

All Hazlewood applicants and recipients must meet the institutions financial aid requirements 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 email. For additional information, go to: <http://www.tvc.texas.gov/Hazlewood-Act.aspx>.

Learning Lab

The Learning Lab (Tutoring Center) is located on the second floor of building A- across from the Library. The Learning Lab is an open-concept learning center that serves ACC students. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for all levels of 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 individual tutoring, computer usage, printing, and developmental classes. The Learning Lab also provides assistance with study skills. Currently enrolled ACC students may also access free, **online tutoring** at <https://alvincollege.upswing.io/>.

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. Librarians can give students off-campus access to the databases which requires a login password. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has periodical subscriptions, printer, scanner, and photocopier. Printing and copying are ten cents per page. Study rooms are available for individual and group study. Materials not housed in the library are available through Inter-library Loan. Students must show a valid student ID card to borrow materials.

TexShare, a statewide system allows reciprocal borrowing privileges at participating college and university libraries in Texas. Through TexShare the college has access to over 80 content and periodical databases enabling patrons to access the full contents of millions of magazine articles. Also, the college provides access to Credo Reference Collection database. Bibliographic instruction provided to patrons in the library and classrooms. Presentation instruction and assistance provided to interested groups as a way to aid in class presentations. Students may also receive assistance with their technical and 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

A full service cafeteria is located in the student center and offers an array of tasty and healthful food items.

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 post closed dates 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 outside 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. 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 includes 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. Found items will be secured until they are claimed by their owner.

Vehicle Assists

Officers are available to assist with difficulties starting a vehicle, changing a flat tire, or locked keys in a 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 extracurricular 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 281-756-3700 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. Students must renew their ID's each semester of attendance. Students may get ID's in the Student Center/Student Activities Office.

Student Organizations

College life is more than just going to class and studying. By joining and becoming active in an ACC student club or organization you have the opportunity to make new friends, build leadership skills, help the community and gain valuable experiences universities and employers are looking for on resumes. For more information regarding club membership, activities and requirements, contact the club sponsor by email.

Alvin Nursing Students Association (ANSA) (Nursing Students Only)
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

Black Student Association
Sponsor: Maria Starling mstarling@alvincollege.edu

Broadcasting Club
Sponsor: Jason Nichols jnichols@alvincollege.edu

Catholic Newman Association
Sponsor: Carlos Ordonez cordonez@alvincollege.edu

Church of Christ Fellowship
Sponsor: Cammy Guggisberg cguggisberg@alvincollege.edu

Culinary Club (Culinary Arts Students Only)
Sponsor: Leslie Bartosh lbartosh@alvincollege.edu

Disabilities Rights Education Advocacy & Motivation (DREAM)
Sponsor: Eileen Cross ecross@alvincollege.edu

Fitness Club
Sponsor: Stacy Ebert sebert@alvincollege.edu

Gay Straight Alliance
Sponsor: Rhonda Boone rboone@alvincollege.edu

Hispanic College Alliance
Sponsor: Saul Olivares solivares@alvincollege.edu

History Club
Sponsor: Chris Chance cchance@alvincollege.edu

Honors Student Organization (Honors Students Only)
Sponsor: Elizabeth McLane emclane@alvincollege.edu

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

Martial Arts Club
Sponsor: Roger Bell rbell@alvincollege.edu

Meditation Club
Sponsor: Johanna Hume jhume@alvincollege.edu

Phi Theta Kappa (Invitation Only)
Sponsor: Keith Vyvial kvyvial@alvincollege.edu

Running Club
Sponsor: Jason Nichols jnichols@alvincollege.edu

Sonography Club -(SASS) (DCVS Students Only)
Sponsor: Jessica Murphy jmurphy@alvincollege.edu

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

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

The Writer's Club
Sponsor: Charley Bevil cbevil@alvincollege.edu

Word Droppers - (Court Reporting Students Only)
Sponsor: Robin McCartney rmccartney@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 more detailed information about student activities and organizations, student services, complaint procedures, college policy and more. Access ACC's Student Handbook 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

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 campus emergencies.

Email

Email is the official means of communication at ACC. An Office 365 account and email address have been created for each student, and is available as long as the student is currently enrolled at ACC. Visit www.alvincollege.edu/student-ACCESS to learn how to obtain "@student.alvincollege.edu" email address, ACCess ID, and information regarding Office 365. For assistance, contact the IT Service Desk at 281-756-3544, itservices@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.

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.

Snapchat

Catch a glimpse of life on the ACC campus by checking out the ACC Snapchat. Just search @alvincollege.

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 throughout most areas of the campus. Simply connect to ACCWIFI.



Spring 2017 Student Ambassadors

Left to Right: Blessed Chishanga (back), Noelle Rebresh, Madison Pilkington, Purelily Ekpo, Taylor Alvarez, Blue, Julie Higuera, Linda Manyida, Madison Goss, Sharline Law, Ashley Montieth (back)

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
Art	✓			
Automotive Technology				✓
Biological Science		✓		
Business Administration		✓		
Child Development			✓	
Child Development/Early Childhood				✓
Child Development/Early Childhood Administration				✓
Communications - Radio/TV Broadcasting		✓	✓	✓
Computer Information Technology - Computer Programming			✓	✓
Computer Information Technology - Computer Information Systems		✓	✓	✓
Computer Information Technology - Computer Networking			✓	✓
Court Reporting (This degree is being deactivated and will no longer admit new students after Summer 2017.)			✓	✓ ■
Court Reporting Scopist (This degree is being deactivated and will no longer admit new students after Summer 2017.)				✓
Criminal Justice			✓	
Criminal Justice - Basic Law Enforcement Academy				✓
Criminal Justice - Crime Scene Technician				✓
Criminal Justice - Field of Study in Criminal Justice	✓			
Culinary Arts			✓	✓
Culinary Arts - Culinary Management				✓
Diagnostic Cardiovascular Sonography - Adult Echocardiography			✓	✓ ▲
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography			✓	✓ ▲
Diagnostic Cardiovascular Sonography - Vascular Sonography			✓	✓ ▲
Drama	✓			
Emergency Medical Technology			✓	
Emergency Medical Technology - Advanced				✓
Emergency Medical Technology - Paramedic				✓
General Studies	✓			
Health Science	✓			
History	✓	✓		
Human Services-Substance Abuse Counseling			✓	✓
Industrial Design Technology			✓	✓
Intraoperative Neurophysiologic Monitoring				✓ ■
Management			✓	✓
Mathematics		✓		
Music - Instrumental Concentration	✓			
Music - Voice Concentration	✓			
Music - Theatre Concentration	✓			
Neurodiagnostic Technology			✓	✓ ▲
Nursing - ADN			✓	✓
Nursing - Vocational				✓
Nursing Transition (LVN-to-ADN)			✓	✓
Office Administration - Office Assistant			✓	
Office Administration - Administrative Support			✓	
Office Administration - Office Assistant				✓
Paralegal			✓	✓
Pharmacy Technician			✓	✓
Physical Science		✓		
Polysomnography - Sleep Medicine			✓	✓ ▲
Process Technology			✓	✓
Psychology	✓		✓	✓
Respiratory Care	✓			
Sociology			✓	
Sports and Human Performance	✓			
Teaching (AAT)	✓			
Welding				✓

Degrees & Certificates

Revised: 08/01/2017

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:

Degree: Associate of Arts (A.A.)

Purpose: The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in Art, 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
FIRST YEAR		
First Semester		
* Creative Arts	Select from Creative Arts Core Curriculum	3
+ ENGL 1301	Composition I	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
^c Elective	Select Academic College Level Courses	3
+ ENGL 1302	Composition II	3
+ HIST 1301	United States History I	3
+ SPCH	Select a SPCH from Component Area - Group 1	3
		12
Third Semester		
Elective	Select Academic College Level Courses	3
+ GOVT 2305	Federal Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		9
SECOND YEAR		
First Semester		
Elective	Select Academic College Level Courses	3
+ 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
		12
Second Semester		
^c Electives	Select Academic College Level Courses	9
+ HIST 1302	United States History II	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		15

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

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

^c 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.

Art

281-756-3605

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
ARTS 1316	Drawing I	3
ARTS 2346	Ceramics I	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
+ ARTS 1303	Art History I	3
ARTS 1311	Design I	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
		12
Third Semester		
+ American History	Select from American History Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		9
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
ARTS 2326	Sculpture I	3
+ ENGL 1302	Composition II	3
+ GOVT 2305	Federal Government	3
		12
Second Semester		
ARTS Elective	Select from ARTS courses	3
ARTS 2316	Painting I	3
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Total Minimum Credits Required for an Arts Degree		60

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

Art

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.

Criminal Justice

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

* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
 A* Articulated credit from an approved and successfully completed high school program may substitute for this class.
 Δ Denotes Field of Study (FOS) courses.

Drama (CIP 50.0501)

281-756-3607

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ DRAM 1120	Theater Practicum I	1
+ DRAM 1310	Introduction to Theater	3
+ DRAM 1351	Acting I	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
		13
Second Semester		
DRAM 1121	Theater Practicum II	1
DRAM 1330	Stagecraft I	3
DRAM 1341	Makeup	3
+ ENGL 1302	Composition II	3
+ Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
		13
Third Semester		
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
		6
SECOND YEAR		
First Semester		
DRAM 2120	Theater Practicum III	1
DRAM 2331 or +DRAM 1352	Stagecraft II or Acting II	3
+ American History	Select from American History Core Curriculum	3
+ GOVT 2305	Federal Government	3
+ MATH 1332	Quantitative Reasoning	3
+ Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 Recommended	3
		16
Second Semester		
DRAM 2336	Voice for Theater	3
+ GOVT 2306	Texas Government	3
+ American History	Select from American History Core Curriculum	3
SPCH 1318	Interpersonal Communications	3
		12
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.

History (CIP 54.0101)

Associate of Arts Degree Program (A.A.) with a Field of Study in Mexican-American Studies

The following courses have been adopted by the THECB as a Field of Study Curriculum in Mexican-American Studies: HUMA 1305, HIST 2327, 2328, GOVT 2311, ENGL 2351, HUMA 1311, any SPAN.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
* ENGL 1301	Composition I	3
* GEOG 1303	World Regional Geography	3
* HIST 1301	United States History I	3
* PSYC 1300	Learning Framework	3
		12
Second Semester		
* ENGL 1302	Composition II	3
* Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
* GOVT 2305	Federal Government	3
* HIST 1302	United States History II	3
		12
Third Semester		
* Creative Arts	Select from Creative Arts Core Curriculum	3
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
* Mathematics	Select from Mathematics Core Curriculum	3
PHIL 1301	Introduction to Philosophy	3
		15
Second Semester		
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
> History Degree Path	Select from History Degree Path (based on major)	3
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PHIL 2306	Introduction to Ethics	3
		15
Total Minimum Credits Required for History Degree		60

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

> History Degree Paths

Path 1: FOS Mexican-American Studies

HUMA 1305, HIST 2327 or 2328, GOVT 2311 (Second Year Fall) and ENGL 2351, HUMA 1311, any SPAN (Second Year Spring)

Path 2: History

GOVT 2306, HIST 2321, HIST 2301 (Second Year Fall) and HIST 2322, HIST 2328, SOCI 1301 (Second Year Spring)

Music - Instrumental Concentration (CIP 50.0903)

281-756-3587

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

2327 or

Course Number

Course Title

Credits

FIRST YEAR

First Semester

+ENGL 1301	Composition I	3
MUAP	Applied Music - Chosen Instrument	2
^a MUEN 1122	Concert Band	1
MUSI 1216	Sight Singing & Ear Training I	2
^b MUSI 1181	Class Piano I	1
MUSI 1211	Music Theory I	2
Music Elective	Select any MUAP or MUEN course	1
		12

Second Semester

+ENGL 1302	Composition II	3
+Mathematics	Select from Mathematics Core Curriculum	3
MUAP	Applied Music - Chosen Instrument	2
^a MUEN 1123	Concert Band	1
MUSI 1217	Sight Singing & Ear Training II	2
^b MUSI 1182	Class Piano II	1
MUSI 1212	Music Theory II	2
		14

Third Semester

+GOVT 2305	Federal Government	3
		3

SECOND YEAR

First Semester

+American History	Select from American History Core Curriculum	3
MUAP	Applied Music - Chosen Instrument	2
^a MUEN 2122	Concert Band	1
+MUSI 1307	Music Literature	3
MUSI 2216	Sight Singing & Ear Training III	2
^b MUSI 2181	Class Piano III	1
MUSI 2211	Music Theory III	2
		14

Second Semester

+American History	Select from American History Core Curriculum	3
+GOVT 2306	Texas Government	3
MUAP	Applied Music - Chosen Instrument	2
^a MUEN 2123	Concert Band	1
MUSI 2217	Sight Singing & Ear Training IV	2
^b MUSI 2182	Class Piano IV	1
MUSI 2212	Music Theory IV	2
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
		17

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

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

^a Piano and guitar majors may substitute Concert Choir (MUEN 1141, 1142, 2141, 2142)

^b Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Refer to pages 51 and 52 for more information on Field of Study curriculum.

Music - Voice Concentration (CIP 50.0903)

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ ENGL 1301	Composition I	3
MUAP 1281	Applied Music - Voice	2
MUEN 1141	Concert Choir	1
MUSI 1216	Sight Singing & Ear Training I	2
^b MUSI 1181	Class Piano I	1
MUSI 1211	Music Theory I	2
Music Elective	Select any MUAP or MUEN course	1
		12
Second Semester		
+ ENGL 1302	Composition II	3
+ Mathematics	Select from Mathematics Core Curriculum	3
MUAP 1282	Applied Music - Voice	2
MUEN 1142	Concert Choir	1
MUSI 1217	Sight Singing & Ear Training II	2
^b MUSI 1182	Class Piano II	1
MUSI 1212	Music Theory II	2
		14
Third Semester		
+ GOVT 2305	Federal Government	3
		3
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
MUAP 2281	Applied Music - Voice	2
MUEN 2141	Concert Choir	1
+ MUSI 1307	Music Literature	3
MUSI 2216	Sight Singing & Ear Training III	2
^b MUSI 2181	Class Piano III	1
MUSI 2211	Music Theory III	2
		14
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ GOVT 2306	Texas Government	3
MUAP 2282	Applied Music - Voice	2
MUEN 2142	Concert Choir	1
MUSI 2217	Sight Singing & Ear Training IV	2
^b MUSI 2182	Class Piano IV	1
MUSI 2212	Music Theory IV	2
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core	3
		17

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

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

^b 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
Ensemble		
MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
Applied Study		
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
Theory/Aural Skills		
MUSI 1211, 1212, 2211, 2212 (Music Theory)	4	12
MUSI 1216, 1217, 2216, 2217 (Sight Singing & Ear Training)	4	4
Music Literature		
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 examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement 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.

Semester	Course	Credits	Notes
First Semester	MUSI 1211	4	Class Piano I
	MUSI 1212	4	Class Piano II
Second Semester	MUSI 1213	4	Class Piano III
	MUSI 1214	4	Class Piano IV
Third Semester	MUSI 1215	4	Class Piano V
	MUSI 1216	4	Class Piano VI
Fourth Semester	MUSI 1217	4	Class Piano VII
	MUSI 1218	4	Class Piano VIII
	MUSI 1219	4	Class Piano IX
	MUSI 1220	4	Class Piano X
	MUSI 1221	4	Class Piano XI
	MUSI 1222	4	Class Piano XII
	MUSI 1223	4	Class Piano XIII
	MUSI 1224	4	Class Piano XIV
	MUSI 1225	4	Class Piano XV
	MUSI 1226	4	Class Piano XVI
	MUSI 1227	4	Class Piano XVII
	MUSI 1228	4	Class Piano XVIII
	MUSI 1229	4	Class Piano XIX
	MUSI 1230	4	Class Piano XX
	MUSI 1231	4	Class Piano XXI
	MUSI 1232	4	Class Piano XXII
	MUSI 1233	4	Class Piano XXIII
	MUSI 1234	4	Class Piano XXIV
	MUSI 1235	4	Class Piano XXV
	MUSI 1236	4	Class Piano XXVI
	MUSI 1237	4	Class Piano XXVII
	MUSI 1238	4	Class Piano XXVIII
	MUSI 1239	4	Class Piano XXIX
	MUSI 1240	4	Class Piano XXX
	MUSI 1241	4	Class Piano XXXI
	MUSI 1242	4	Class Piano XXXII
	MUSI 1243	4	Class Piano XXXIII
	MUSI 1244	4	Class Piano XXXIV
	MUSI 1245	4	Class Piano XXXV
	MUSI 1246	4	Class Piano XXXVI
	MUSI 1247	4	Class Piano XXXVII
	MUSI 1248	4	Class Piano XXXVIII
	MUSI 1249	4	Class Piano XXXIX
	MUSI 1250	4	Class Piano XL
	MUSI 1251	4	Class Piano XLI
	MUSI 1252	4	Class Piano XLII
	MUSI 1253	4	Class Piano XLIII
	MUSI 1254	4	Class Piano XLIV
	MUSI 1255	4	Class Piano XLV
	MUSI 1256	4	Class Piano XLVI
	MUSI 1257	4	Class Piano XLVII
	MUSI 1258	4	Class Piano XLVIII
	MUSI 1259	4	Class Piano XLIX
	MUSI 1260	4	Class Piano L
	MUSI 1261	4	Class Piano LI
	MUSI 1262	4	Class Piano LII
	MUSI 1263	4	Class Piano LIII
	MUSI 1264	4	Class Piano LIV
	MUSI 1265	4	Class Piano LV
	MUSI 1266	4	Class Piano LVI
	MUSI 1267	4	Class Piano LVII
	MUSI 1268	4	Class Piano LVIII
	MUSI 1269	4	Class Piano LIX
	MUSI 1270	4	Class Piano LX
	MUSI 1271	4	Class Piano LXI
	MUSI 1272	4	Class Piano LXII
	MUSI 1273	4	Class Piano LXIII
	MUSI 1274	4	Class Piano LXIV
	MUSI 1275	4	Class Piano LXV
	MUSI 1276	4	Class Piano LXVI
	MUSI 1277	4	Class Piano LXVII
	MUSI 1278	4	Class Piano LXVIII
	MUSI 1279	4	Class Piano LXIX
	MUSI 1280	4	Class Piano LXX
	MUSI 1281	4	Class Piano LXXI
	MUSI 1282	4	Class Piano LXXII
	MUSI 1283	4	Class Piano LXXIII
	MUSI 1284	4	Class Piano LXXIV
	MUSI 1285	4	Class Piano LXXV
	MUSI 1286	4	Class Piano LXXVI
	MUSI 1287	4	Class Piano LXXVII
	MUSI 1288	4	Class Piano LXXVIII
	MUSI 1289	4	Class Piano LXXIX
	MUSI 1290	4	Class Piano LXXX
	MUSI 1291	4	Class Piano LXXXI
	MUSI 1292	4	Class Piano LXXXII
	MUSI 1293	4	Class Piano LXXXIII
	MUSI 1294	4	Class Piano LXXXIV
	MUSI 1295	4	Class Piano LXXXV
	MUSI 1296	4	Class Piano LXXXVI
	MUSI 1297	4	Class Piano LXXXVII
	MUSI 1298	4	Class Piano LXXXVIII
	MUSI 1299	4	Class Piano LXXXIX
	MUSI 1300	4	Class Piano LXXXX
	MUSI 1301	4	Class Piano LXXXXI
	MUSI 1302	4	Class Piano LXXXXII
	MUSI 1303	4	Class Piano LXXXXIII
	MUSI 1304	4	Class Piano LXXXXIV
	MUSI 1305	4	Class Piano LXXXXV
	MUSI 1306	4	Class Piano LXXXXVI
	MUSI 1307	4	Class Piano LXXXXVII
	MUSI 1308	4	Class Piano LXXXXVIII
	MUSI 1309	4	Class Piano LXXXXIX
	MUSI 1310	4	Class Piano LXXXXX
	MUSI 1311	4	Class Piano LXXXXXI
	MUSI 1312	4	Class Piano LXXXXXII
	MUSI 1313	4	Class Piano LXXXXXIII
	MUSI 1314	4	Class Piano LXXXXXIV
	MUSI 1315	4	Class Piano LXXXXXV
	MUSI 1316	4	Class Piano LXXXXXVI
	MUSI 1317	4	Class Piano LXXXXXVII
	MUSI 1318	4	Class Piano LXXXXXVIII
	MUSI 1319	4	Class Piano LXXXXXIX
	MUSI 1320	4	Class Piano LXXXXXX
	MUSI 1321	4	Class Piano LXXXXXXI
	MUSI 1322	4	Class Piano LXXXXXXII
	MUSI 1323	4	Class Piano LXXXXXXIII
	MUSI 1324	4	Class Piano LXXXXXXIV
	MUSI 1325	4	Class Piano LXXXXXXV
	MUSI 1326	4	Class Piano LXXXXXXVI
	MUSI 1327	4	Class Piano LXXXXXXVII
	MUSI 1328	4	Class Piano LXXXXXXVIII
	MUSI 1329	4	Class Piano LXXXXXXIX
	MUSI 1330	4	Class Piano LXXXXXXX
	MUSI 1331	4	Class Piano LXXXXXXXI
	MUSI 1332	4	Class Piano LXXXXXXXII
	MUSI 1333	4	Class Piano LXXXXXXXIII
	MUSI 1334	4	Class Piano LXXXXXXXIV
	MUSI 1335	4	Class Piano LXXXXXXXV
	MUSI 1336	4	Class Piano LXXXXXXXVI
	MUSI 1337	4	Class Piano LXXXXXXXVII
	MUSI 1338	4	Class Piano LXXXXXXXVIII
	MUSI 1339	4	Class Piano LXXXXXXXIX
	MUSI 1340	4	Class Piano LXXXXXXX
	MUSI 1341	4	Class Piano LXXXXXXXI
	MUSI 1342	4	Class Piano LXXXXXXXII
	MUSI 1343	4	Class Piano LXXXXXXXIII
	MUSI 1344	4	Class Piano LXXXXXXXIV
	MUSI 1345	4	Class Piano LXXXXXXXV
	MUSI 1346	4	Class Piano LXXXXXXXVI
	MUSI 1347	4	Class Piano LXXXXXXXVII
	MUSI 1348	4	Class Piano LXXXXXXXVIII
	MUSI 1349	4	Class Piano LXXXXXXXIX
	MUSI 1350	4	Class Piano LXXXXXXX
	MUSI 1351	4	Class Piano LXXXXXXXI
	MUSI 1352	4	Class Piano LXXXXXXXII
	MUSI 1353	4	Class Piano LXXXXXXXIII
	MUSI 1354	4	Class Piano LXXXXXXXIV
	MUSI 1355	4	Class Piano LXXXXXXXV
	MUSI 1356	4	Class Piano LXXXXXXXVI
	MUSI 1357	4	Class Piano LXXXXXXXVII
	MUSI 1358	4	Class Piano LXXXXXXXVIII
	MUSI 1359	4	Class Piano LXXXXXXXIX
	MUSI 1360	4	Class Piano LXXXXXXX
	MUSI 1361	4	Class Piano LXXXXXXXI
	MUSI 1362	4	Class Piano LXXXXXXXII
	MUSI 1363	4	Class Piano LXXXXXXXIII
	MUSI 1364	4	Class Piano LXXXXXXXIV
	MUSI 1365	4	Class Piano LXXXXXXXV
	MUSI 1366	4	Class Piano LXXXXXXXVI
	MUSI 1367	4	Class Piano LXXXXXXXVII
	MUSI 1368	4	Class Piano LXXXXXXXVIII
	MUSI 1369	4	Class Piano LXXXXXXXIX
	MUSI 1370	4	Class Piano LXXXXXXX
	MUSI 1371	4	Class Piano LXXXXXXXI
	MUSI 1372	4	Class Piano LXXXXXXXII
	MUSI 1373	4	Class Piano LXXXXXXXIII
	MUSI 1374	4	Class Piano LXXXXXXXIV
	MUSI 1375	4	Class Piano LXXXXXXXV
	MUSI 1376	4	Class Piano LXXXXXXXVI
	MUSI 1377	4	Class Piano LXXXXXXXVII
	MUSI 1378	4	Class Piano LXXXXXXXVIII
	MUSI 1379	4	Class Piano LXXXXXXXIX
	MUSI 1380	4	Class Piano LXXXXXXX
	MUSI 1381	4	Class Piano LXXXXXXXI
	MUSI 1382	4	Class Piano LXXXXXXXII
	MUSI 1383	4	Class Piano LXXXXXXXIII
	MUSI 1384	4	Class Piano LXXXXXXXIV
	MUSI 1385	4	Class Piano LXXXXXXXV
	MUSI 1386	4	Class Piano LXXXXXXXVI
	MUSI 1387	4	Class Piano LXXXXXXXVII
	MUSI 1388	4	Class Piano LXXXXXXXVIII
	MUSI 1389	4	Class Piano LXXXXXXXIX
	MUSI 1390	4	Class Piano LXXXXXXX
	MUSI 1391	4	Class Piano LXXXXXXXI
	MUSI 1392	4	Class Piano LXXXXXXXII
	MUSI 1393	4	Class Piano LXXXXXXXIII
	MUSI 1394	4	Class Piano LXXXXXXXIV
	MUSI 1395	4	Class Piano LXXXXXXXV
	MUSI 1396	4	Class Piano LXXXXXXXVI
	MUSI 1397	4	Class Piano LXXXXXXXVII
	MUSI 1398	4	Class Piano LXXXXXXXVIII
	MUSI 1399	4	Class Piano LXXXXXXXIX
	MUSI 1400	4	Class Piano LXXXXXXX

Music - Musical Theater Concentration (CIP 50.0563)
Associate of Arts Degree Program (A.A.)

281-756-3587

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
* DRAM 1351	Acting I	3
* ENGL 1301	Composition I	3
* GOVT 2305	Federal Government	3
MUAP 1281	Applied Music: Voice	2
* PSYC 1300	Learning Framework	3
		14
Second Semester		
DRAM 1341	Makeup	3
* ENGL 1302	Composition II	3
* GOVT 2306	Texas Government	3
MUAP 1282	Applied Music: Voice	2
^R MUEN 1159	Vocal Ensemble (Musical Theater I)	1
		12
Third Semester		
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
		6
SECOND YEAR		
First Semester		
* American History	Select from American History Core Curriculum	3
* DRAM 1352	Acting II	3
* Language, Philosophy & Culture	COMM 1307, HUMA 1301, or PHIL 1301 recommended	3
* Mathematics	Select from Mathematics Core Curriculum	3
MUAP 2281	Applied Music: Voice	2
		14
Second Semester		
* American History	Select from American History Core Curriculum	3
DRAM Elective	DRAM 2336 strongly recommended	2
MUAP 2282	Applied Music: Voice	2
^R MUEN 2159	Vocal Ensemble (Musical Theater II)	1
* Social & Behavioral Sciences	PSYC 2301 or SOCI 1301 Recommended	3
* SPCH 1318	Interpersonal Communication	3
		14
Total Minimum Credits Required for Musical Theatre Degree		60

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

Psychology (CIP 42.0101)
Associate of Arts Degree Program (A.A.)

281-756-3733

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+Creative Arts	Select from Creative Arts Core Curriculum	3
+ENGL 1301	Composition I	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+PSYC 1300	Learning Framework	3
+PSYC 2301	General Psychology	3
		15
Second Semester		
+Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
+ENGL 1302	Composition II	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
PSYC 2314	Lifespan Growth & Development	3
PSYC 2319	Social Psychology	3
		15
Third Semester		
+American History	Select from American History Core Curriculum	6
		6
SECOND YEAR		
First Semester		
+GOVT 2305	Federal Government	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Mathematics	Select from Mathematics Core Curriculum	3
PSYC Elective	Choose from PSYC Elective List (below)	3
		12
Second Semester		
Elective	Select Academic College Level Course	3
+GOVT 2306	Texas Government	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC Elective	Choose from PSYC Elective List (below)	3
		12
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

NOTE: Some courses required for the psychology degree are offered on a two-year cycle. Please contact the department chair to plan your schedule.

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 2389 Co-op/Internship |

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
*Creative Arts	Select from Creative Arts Core Curriculum	3
*ENGL 1301	Composition I	3
*Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
*PSYC 1300	Learning Framework	3
*SOCI 1301	Introduction to Sociology	3
		15
Second Semester		
*ENGL 1302	Composition II	3
*Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
SOCI 2319	Minority Studies	3
SOCI 2326	Social Psychology	3
		12
Third Semester		
*American History	Select from American History Core Curriculum	6
		6
SECOND YEAR		
First Semester		
*GOVT 2305	Federal Government	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
*Mathematics	Select from Mathematics Core Curriculum	3
SOCI 1306	Social Problems	3
*SOCI 2306	Human Sexuality	3
		15
Second Semester		
*Component Area Options	Select from Component Area Options Core Curriculum - Group 1	3
*GOVT 2306	Texas Government	3
PSYC 2317	Statistical Methods in Psychology	3
SOCI 2301	Marriage & The Family	3
		12
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.

Sports & Human Performance (CIP 31.0511)

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ 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
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ BIOL 1406	Biology for Science Majors I	4
PHED 1304	Health and Wellness	3
+ PSYC 1300	Learning Framework	3
		13
Third Semester		
^c PHED Electives	Select Physical Activity Course	2
+ GOVT 2305	Federal Government	3
		5
SECOND YEAR		
First Semester		
+ ENGL 1302	Composition II	3
PHED 1346	Drug Use and Abuse	3
+ Mathematics	Select from Mathematics Core Curriculum	3
* PHED Electives	Select Physical Activity Course	1
+ GOVT 2306	Texas Government	3
		13
Second Semester		
PHED 1306	First Aid	3
+ BIOL 2401	Anatomy and Physiology I	4
+ SPCH 1315	Public Speaking	3
Creative Arts	Select from Creative Arts Core Curriculum	3
		13
Third Semester		
^c PHED Electives	Select Physical Activity Courses	1
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		4
Total Minimum Credits Required for Sports & Human Performance Degree.....		60

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

^c Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives

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

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

PSYC Electives List

- PSYC 2305 Human Sexuality
- PSYC 2306 Psychology of Adjustment
- PSYC 2307 Assessment Psychology
- PSYC 2308 Psychology of Personality
- PSYC 2309 Child Psychology
- PSYC 2310 Developmental Psychology

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
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
Elective	Select Academic College Level Course or TECA Course	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ ENGL 1302	Composition II	3
+ MATH 1314	College Algebra or higher	3
		12
Third Semester		
+ GOVT 2305	Federal Government	3
+ GOVT 2306	Texas Government	3
		6
SECOND YEAR		
First Semester		
EDUC 1301	Introduction to Teaching Profession	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 1350	Math for Teachers I	3
+ SPCH 1315	Public Speaking	3
		12
Second Semester		
EDUC 2301	Introduction to Special Populations	3
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
MATH 1351	Math for Teachers II	3
		12
Third Semester		
Elective	Select Academic College Level Course or TECA Course	3
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
		6
Total Minimum Credits Required		60

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

Associate of Arts in Teaching (CIP 13.1210)

281-756-3643

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
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1301	Composition I	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ PSYC 1300	Learning Framework	3
		12
Second Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
+ American History	Select from American History Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ ENGL 1302	Composition II	3
		12
Third Semester		
+ GOVT 2305	Federal Government	3
+ GOVT 2306	Texas Government	3
		6
SECOND YEAR		
First Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
EDUC 1301	Introduction to Teaching Profession	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ SPCH 1315	Public Speaking	3
		12
Second Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
EDUC 2301	Introduction to Special Populations	3
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		12
Third Semester		
Academic Discipline	Select from courses in Area Teaching Field	3
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
		6
	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 curricula 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)

Associate of Science Degree Program (A.S.)

281-756-5669

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ BIOL 1406	Biology for Science Majors I	4
+ ENGL 1301	Composition I	3
+ MATH 1314	College Algebra	3
+ PSYC 1300	Learning Framework	3
		13
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ BIOL 1407	Biology for Science Majors II	4
+ CHEM 1411	General Chemistry I	4
+ ENGL 1302	Composition II	3
		14
Third Semester		
+ CHEM 1412	General Chemistry II	4
+ Component Area Options	Select 3 hours from COA Group 1 - Recommend SPCH 1315 - Public Speaking	3
		7
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ CHEM 2423 or BIOL 2401	Organic Chemistry or Anatomy and Physiology I	4
+ GOVT 2305	Federal Government	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		13
Second Semester		
+ CHEM 2425 or BIOL 2402 or BIOL 2406	Organic Chemistry II or Anatomy and Physiology II or Environmental Biology	4
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		13
Total Minimum Credits Required for Biological Science Degree		60

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

Business Administration (CIP 52.0101)

281-756-3812

Associate of Science Degree Program (A.S.) with a Field of Study in Business

Purpose: This degree plan is designed to meet the needs of students who major in Business and transfer to a four-year college/university. It was approved by the Texas Higher Education Coordinating Board with the intention that transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer and may require additional lower-division courses that may be necessary for specific degree programs.

The following courses have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1305, SPCH 1315 or SPCH 1321 (one speech course only), ACCT 2301 and 2302.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1301	Composition I	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ PSYC 1300	Learning Framework	3
Second Semester		
Δ BCIS 1305	Business Computer Applications	3
+ Creative Arts or + Language, Philosophy & Culture	Select from Creative Arts Core Curriculum or Select from Language, Philosophy & Culture Core Curriculum	3
+ ENGL 1302	Composition II	3
+ MATH 1324	Mathematics for Business and Social Sciences	3
Third Semester		
+ American History	Select from American History Core Curriculum	3
BUSI 1301	Business Principles	3
		6
SECOND YEAR		
First Semester		
Δ ACCT 2301	Principles of Financial Accounting	3
BUSI 2301	Business Law	3
Δ + ECON 2301	Principles of Macroeconomics	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
		12
Second Semester		
Δ ACCT 2302	Principles of Managerial Accounting	3
Δ+ ECON 2302	Principles of Microeconomics	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
Δ+ MATH 1325	Calculus for Business and Social Sciences	3
		12
Third Semester		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
Δ + SPCH 1315 or Δ SPCH 1321	Public Speaking or Business & Professional Communication	3
		6
Total Minimum Credits Required for Business Administration Degree		60

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

Δ Field of Study Curriculum, see page 22.

Communications - Radio/TV Broadcasting (CIP 09.0701)

281-756-3767

Associate of Science Degree Program (A.S.) with a Field of Study in Communication

Purpose: The degree is designed to meet the needs of students who plan to transfer to a four-year college or university.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Science Degree with a major in Communication - Radio/TV Broadcasting

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
Δ + COMM 1307	Introduction to Mass Communication	3
COMM 1336	Video Production I	3
COMM 2311	Media Writing	3
+ ENGL 1301	Composition I	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
COMM 1337	Video Production II	3
COMM 1318	Photography I	3
+ ENGL 1302	Composition II	3
		12
Third Semester		
Δ COMM Elective	Select COMM Elective from Course List Below	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
COMM 2303	Audio Production	3
+ GOVT 2305	Federal Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		12
Second Semester		
Δ + COMM 2366	Introduction to Cinema	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ SPCH	Select a SPCH from Component Area Options Core Curriculum - Group 1	3
		12
Third Semester		
+ Component Area Options	Select from Component Area Options Core Curriculum - Group 2	3
+ GOVT 2306	Texas Government	3
		6
Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree		60

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

Δ Field of Study Curriculum, see page 22.

Communication Elective List

Δ COMM 1319	Photography II
Δ COMM 2324	Practicum in Electronic Media
Δ COMM 2327	Introduction to Advertising
Δ COMM 2331	Radio/Television Announcing
Δ COMM 2332	Radio/Television News

Computer Information Technology - Computer Information Systems (CIP 11.0201)

Associate of Science Degree Program (A.S.)

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Information Systems, Information Technology, Management Information Systems, Computer Science, Computer Engineering Technology, Electrical Engineering and other computer technology fields. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Science Degree with a major in Computer Information Systems.

Computer Information Technology

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BCIS 1305	Business Computer Applications	3
*ENGL 1301	Composition I	3
ITSE 1331	Introduction to Visual Basic Programming	3
*MATH 1314	College Algebra	3
*PSYC 1300	Learning Framework	3
		15
Second Semester		
*American History	Select from American History Core Curriculum	3
COSC 1436	Programming Fundamentals I - C++	4
*ENGL 1302	Composition II	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
*Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		16
SECOND YEAR		
First Semester		
*American History	Select from American History Core Curriculum	3
COSC 1437	Programming Fundamentals II - JAVA	4
*Creative Arts	Select from Creative Arts Core Curriculum	3
*GOVT 2305	Federal Government	3
*Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		16
Second Semester		
*COSC 2436	Programming Fundamentals III - Oracle	4
*GOVT 2306	Texas Government	3
*Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
*SPCH 1315	Public Speaking	3
		13
		60

Total Minimum Credits Required for AS Computer Information Systems Degree 60

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

Associate of Science Degree Program (A.S.)

This is a recommended course of study for students who plan to pursue a baccalaureate degree in nursing or other allied health field. It does not prepare students for direct entry into a health related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BIOL 1322 or HECO 1322	Nutrition & Diet Therapy	3
* ENGL 1301	Composition I	3
* Mathematics	Select from Mathematics Core Curriculum	3
* PSYC 1300	Learning Framework	3
		12
Second Semester		
* American History	Select from American History Core Curriculum	3
* CHEM 1405 or 1411	Introductory Chemistry I or General Chemistry I	4
* ENGL 1302	Composition II	3
* SOCI 1301	Introduction to Sociology	3
		13
Third Semester		
* American History	Select from American History Core Curriculum	3
* Component Area Options	Select 3 hours from COA Group 1 - Recommend SPCH 1315 - Public Speaking	3
		6
SECOND YEAR		
First Semester		
* BIOL 2401	Anatomy and Physiology I	4
* Creative Arts	Select from Creative Arts Core Curriculum	3
* GOVT 2305	Federal Government	3
* PSYC 2301	General Psychology	3
		13
Second Semester		
* BIOL 2402	Anatomy and Physiology II	4
* GOVT 2306	Texas Government	3
* Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
PSYC 2314	Lifespan Growth & Development	3
		13
Third Semester		
* Elective	Select Life & Physical Science Course	3
		3

Total Minimum Credits Required for Health Science Degree..... **60**

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

Mathematics (CIP 27.0101)
Associate of Science Degree Program (A.S.)

281-756-3700

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1301	Composition I	3
+ MATH 1314	College Algebra	3
+ PSYC 1300	Learning Framework	3
		<u>12</u>
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ ENGL 1302	Composition II	3
+ GOVT 2305	Federal Government	3
+ MATH 2412	Pre-Calculus Math	4
		<u>13</u>
Third Semester		
Elective	Select from Academic College Level Course(s)	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		<u>6</u>
SECOND YEAR		
First Semester		
+ Component Area Options	Select from Component Area Options Group 1 Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 2413	Calculus I	4
		<u>13</u>
Second Semester		
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ MATH 2414	Calculus II	4
		<u>13</u>
Third Semester		
Electives	Choose Academic College Level Course(s)	3
		<u>3</u>
Total Minimum Credits Required for Mathematics Degree		60

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ ENGL 1301	Composition I	3
+ MATH 2412	Pre-Calculus Math	4
+ Physical Science Degree Path	Select from Physical Science Degree Path	4
+ PSYC 1300	Learning Framework	3
		14
Second Semester		
+ American History	Select from American History Core Curriculum (Recommend HIST 1301)	3
+ ENGL 1302	Composition II	3
+ MATH 2413	Calculus I	4
+ Physical Science Degree Path	Select from Physical Science Degree Path	4
		14
Third Semester		
+ American History	Select from American History Core Curriculum (Recommend HIST 1302)	3
+ Component Area Options Group 1	Select from Component Area Options Group 1 (Recommend SPCH 1315)	3
		6
SECOND YEAR		
First Semester		
+ GOVT 2305	Federal Government	3
+ Physical Science Degree Path	Select from Physical Science Degree Path	3
+ Physical Science Degree Path	Select from Physical Science Degree Path	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		13
Second Semester		
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Physical Science Degree Path	Select from Physical Science Degree Path	4
		13
Total Minimum Credits Required for Physical Science Degree		60

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

Physical Science Degree Paths:

Chemistry majors take CHEM 1411 and CHEM 1412 (First Year) and CHEM 2423, CHEM 2425 and PHYS 2425 (Second Year).

Geology majors take GEOL 1403 and GEOL 1404 (First Year) and CHEM 1411, CHEM 1412 and GEOL 1405 (Second Year).

Physics majors take CHEM 1411 and CHEM 1412 (First Year) and PHYS 2425, PHYS 2426 and MATH 2414 (Second Year).

Physical Science

Associate of Applied Science Degree Programs

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

Purpose: The Associate of Applied Science Degree (A.A.S.) is awarded to students who fulfill the requirements in one of the following programs:

- | | |
|---|---|
| Child Development | Industrial Design Technology |
| Communications-Radio/TV Broadcasting | Management |
| Computer Information Technology - Computer Programming | Neurodiagnostic Technology |
| Computer Information Technology - Computer Networking | Nursing ADN |
| *Court Reporting | Nursing Transition (LVN to ADN) |
| Culinary Arts | Office Administration- Administrative Assistant |
| Diagnostic Cardiovascular Sonography-Adult Echocardiography | Paralegal |
| Diagnostic Cardiovascular Sonography-Pediatric Echocardiography | Pharmacy Technician |
| Diagnostic Cardiovascular Sonography - Vascular Sonography | Polysomnography - Sleep Medicine |
| Emergency Medical Technology | Process Technology |
| Human Services - Substance Abuse Counseling | Respiratory Care |

These programs are two years in length and prepare the student for immediate occupational employment.

*This degree is being deactivated and will no longer admit new students after Summer 2017.

Capstone Experience: The capstone is a learning experience which results in a consolidation of a student's educational experience and mastery of entry-level workplace competencies. The Capstone experience should occur in the last semester of the student's educational program.

Advanced Technical Certificate Programs

*Associate of Applied Science Degree in an Allied Health Program required prior to earning these certificates.

- *Diagnostic Cardiovascular Sonography-Adult Echocardiography
- *Diagnostic Cardiovascular Sonography- Pediatric Echocardiography
- *Diagnostic Cardiovascular Sonography-Vascular Sonography
- *Neurodiagnostic Technology
- *Polysomnography - Sleep Medicine

Certificate Programs

The Certificate of Completion in Technical Education is awarded to students who fulfill the requirements in one of the following programs:

- | | |
|--|--|
| Child Development/Early Childhood | Emergency Medical Technician Advanced |
| Child Development/Early Childhood Administration | Human Services - Substance Abuse Counseling |
| Communications-Radio/TV Broadcasting | Industrial Design Technology |
| Computer Information Technology - Computer Programming | Intraoperative Neurophysiologic Monitoring |
| Computer Information Technology - Computer Networking | Management |
| *Court Reporting | Office Administration - Administrative Support |
| *Court Reporting Scopist | Office Administration - Office Assistant |
| Criminal Justice - Basic Law Enforcement | Paralegal |
| Criminal Justice - Crime Scene Technician | Pharmacy Technician |
| Culinary Arts | Process Technology |
| Culinary Arts - Culinary Management | Vocational Nursing |
| Emergency Medical Technician Paramedic | |

These programs vary in length from one to three semesters, and they prepare the student for immediate occupational employment.

*This degree is being deactivated and will no longer admit new students after Summer 2017.

Child Development (CIP 19.0706)

281-756-3643

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

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
FIRST YEAR		
First Semester		
CDEC 1311	Educating the Young Child	3
CDEC 1318	Wellness of the Young Child	3
+ ENGL 1301	Composition I	3
+ Government/Political Science or	Select from Government/Political Science Core Curriculum or	3
+ American History	Select from American History Core Curriculum	3
		12
Second Semester		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
TECA 1303	Family, School, Community	3
		12
Third Semester		
+ American History or	Select from American History Core Curriculum or	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
CDEC 1384	Cooperative Ed. in Child Development I	3
		6
SECOND YEAR		
First Semester		
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC/TECA Elective	Select from CDEC or TECA electives	3
Elective	Select from BUSI, BMGT, BUSG, ACNT, HRPO	3
+ Life & Physical Sciences or	Select from Life & Physical Sciences Core Curriculum or	3
+ Mathematics	Select from Mathematics Core Curriculum	3
		12
Second Semester		
CDEC 2307	Math and Science for Young Children	3
CDEC/TECA Electives	Select from CDEC or TECA electives.	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ SPCH 1315	Public Speaking	3
		12
Third Semester		
+ Social & Behavioral Science	Select from Social & Behavioral Sciences Core Curriculum	3
* TECA 1354	Child Growth and Development	3
		6
Total Minimum Credits Required for a Child Development Degree		60

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

Child Development

Child Development/Early Childhood Certificate

Child Development / Early Childhood Certificate (CIP 19.0706)

281-756-3643

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs, and related occupations. 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
First Semester		
CDEC 1311	Educating the Young Child	3
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1318	Wellness of the Young Child	3
Elective	Select from CDEC or TECA courses	<u>3</u>
		12
Second Semester		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science for Early Childhood	3
Elective	Select from CDEC or TECA courses	<u>3</u>
		12
Summer Terms		
* CDEC 1384	Cooperative Ed. in Child Development I	3
Elective	Select from CDEC or TECA courses	<u>3</u>
		6
Total Credits Required for Child Development/Early Childhood Certificate		30

*Capstone course.

Child Development / Early Childhood Administration Certificate (CIP 19.0706) **281-756-3643**

Purpose: The Administrative Certificate is designed for career oriented persons working in the early childhood field.

Course Number	Course Title	Credits
First Semester		
CDEC 2426	Administration of Program for Children I	4
Elective	Select from CDEC or TECA courses	<u>6</u>
		10
Second Semester		
CDEC 1319	Child Guidance	3
* CDEC 2428	Administration of Program for Children II	4
Elective	Select from: BUSI, BMGT, BUSG, or ACNT Courses	<u>3</u>
		10
Total Credits Required for Certificate of Child Development/Early Childhood Administration		20

*Capstone Course

Associate of Applied Science Degree (A.A.S.)

Purpose: The program is designed to prepare the student for careers in the field of broadcast communications with specific study in broadcasting and digital media, audio and video production.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Radio/TV Broadcasting.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ COMM 1307	Introduction to Mass Communication	3
+ ENGL 1301	Composition I	3
RTVB 1301	Broadcast/Digital Media News Writing	3
RTVB 1325	TV Studio Production	3
		12
Second Semester		
COMM 1318	Photography I	3
RTVB 1321	TV/Video Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
+ SPCH 1315 or 1318 or 2335	Public Speaking or Interpersonal Communication or Argumentation & Debate	3
		12
Third Semester		
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		6
SECOND YEAR		
First Semester		
+ Mathematics	Select from Mathematics Core Curriculum	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1355	Radio and Television Announcing	3
RTVB 2337	TV/Video Production Workshop	3
		12
Second Semester		
+ American History	Select from American History Core Curriculum	3
+ COMM 2366	Introduction to Cinema	3
RTVB 2331	Audio/Radio Production III	3
* RTVB 2340	Portfolio Development	3
		12
Third Semester		
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Courses	3
		6
Total Credits Required for Communications-Radio/TV Broadcasting Degree		60

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

*Capstone Course

Communications - Radio/TV Broadcasting Certificate (CIP 09.0701)

281-756-3761

Purpose: Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded a Radio/TV Broadcasting Certificate.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

Course Number	Course Title	Credits
First Semester		
+ COMM 1307	Introduction to Mass Communication	3
RTVB 1301	Broadcast/Digital Media News Writing	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1325	TV Studio Production	3
		12
Second Semester		
RTVB 1321	TV/Video Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 2331	Audio Radio Production III	3
RTVB 2340	Portfolio Development	3
		12
Third Semester		
RTVB or COMM Elective	Select from RTVB or COMM Courses	3
* RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
		6
Total Credits Required for Communications-Radio/TV Broadcasting Certificate.....		30

+ Denotes core requirement.

*Capstone course requirement.

Computer Information Technology - Computer Programming (CIP 11.0201)**281-756-3782**

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

Purpose: The Computer Information Technology program is designed primarily for students seeking an associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon successful completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BCIS 1305	Business Computer Applications	3
+ ENGL 1301	Composition I	3
ITNW 1313	Computer Virtualization	3
ITSE 1331	Introduction to Visual BASIC Programming	3
+ PSYC 1300	Learning Framework	3
		15
Second Semester		
COSC 1436	Programming Fundamentals I - C++	4
ITMT 1302	Windows Seven Configuration	3
ITNW 1358	Network+	3
+ Life & Physical Sciences	Life & Physical Sciences Core Curriculum	3
+ MATH 1314	College Algebra	3
		16
SECOND YEAR		
First Semester		
+ Creative Arts or	Select from Creative Arts Core Curriculum or	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
COSC 1437	Programming Fundamentals II - JAVA	4
IMED 2415	Web Design	4
ITNW 1325	Fundamentals of Networking	3
		14
Second Semester		
* COSC 2436	Programming Fundamentals III - Oracle	4
ITSE 2409	Database Programming	4
ITSW 1404	Introduction to Spreadsheets	4
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
Minimum Total Credits Required for A.A.S. Computer Information Technology Degree.....		60

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

*Capstone Course

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)

Microsoft Technical Associate (MT) Certification (ITMT 1302)

Computer Information Technology - Computer Networking (CIP 11.0201)

281-756-3669

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

Purpose: The Computer Information Technology Networking program is designed to prepare students for careers in many areas of LAN/WAN administration and design. ACC is a Charter member of the Microsoft IT Academy Program (now known as Imagine Academy) and thus holds a leveraged position for success in a variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and network worldwide). This A.A.S. program focuses on these Microsoft certifications: **(MTA) "Microsoft Technology Associate", "(MSCA) "Microsoft Certified Solutions Associate"**. Program graduates will be prepared for other, vendor neutral, certifications, as well. Such as CompTIA "Network+", and "Security+". All industry certifications are awarded after passing their proprietary exams which are administered by independent authorized testing centers. Alvin College has a classroom lab on the main campus dedicated exclusively to the Network Administrator/Professional Technician programs.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BCIS 1305	Business Computer Applications	3
ITMT 1302	Windows Seven Configuration	3
ITMT 2351	Windows Server 2008 Administrator	3
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
		15
Second Semester		
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
ITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
ITMT 2302	Windows Server 2008 AD Configuration	3
ITSY 1342	Information Technology Security (Security+)	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		15
SECOND YEAR		
First Semester		
+ Component Area Options	Select from Component Area Options Core Curriculum	3
ENGL 1301	Composition I	3
ITNW 1313	Computer Virtualization	3
ITNW 2321	Networking with TCP/IP	3
MATH 1332	Quantitative Reasoning I	3
		15
Second Semester		
+ ENGL 1302	Composition II	3
* ITMT 2322	Windows Server 2008 Application Platform Config.	3
ITMT 2356	Windows Server 2008: Enterprise Administrator	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITNW 1354	Implementing and Supporting Services	3
		15

Minimum Total Credits Required for A.A.S of Computer Networking Degree **60**

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

Computer Information Technology - Computer Programming Certificate (CIP 11.0201) 281-756-3822

Purpose: The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, and installation and maintenance of networks.

Program Requirements: Upon satisfactory completion of the two-semester curriculum, the student will be awarded the Certificate in Computer Information Technology.

Course Number	Course Title	Credits
First Semester		
BCIS 1305	Business Computer Applications	3
ITMT 1302	Windows Seven Configuration	3
ITNW 1358	Network+	3
ITSE 1331	Introduction to Visual Basic Programming	3
		12
Second Semester		
* COSC 1436	Programming Fundamentals I - C++ Programming	4
Elective	Select from the Computer Elective list below.	10
ITNW 1325	Fundamentals of Networking	3
		17
Total Credits Required for Computer Information Technology Certificate		29

Computer Elective List:

- | | |
|---|--|
| COSC 1437 Programming Fundamentals II - JAVA | IMED 2415 Web Design |
| COSC 2436 Programming Fundamentals III - Oracle | ITNW 1313 Computer Virtualization |
| ITSE 2409 Database Programming | ITSC 1305 Introduction to PC Operating Systems |
| ITSW 1404 Introduction to Spreadsheets | ITMT 2351 Windows Server 2008: Server Admin |

* Capstone Course

This plan provides courses for preparation for the following certifications:

- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- Microsoft Technical Associate (MTA) Certification (ITMT 1302)

Computer Information Technology - Computer Network Certificate

Computer Information Technology - Computer Networking Certificate 281-756-3669

(CIP 11.0201)

Course Number	Course Title	Credits
First Semester		
BCIS 1305	Business Computer Applications	3
ITMT 1302	Windows Seven Configuration	3
ITNW 1325	Fundamentals of Networking	3
ITNW 1358	Network+	3
Second Semester		
ITMT 2301	Windows Server 2008 Network Infrastructure Config.	3
ITMT 2302	Windows Server 2008 AD Configuration	3
* ITMT 2351	Windows Server 2008 Administrator	3
ITNW 1313	Computer Virtualization	3

Total Credits Required for Computer Information Technology Computer Networking Certificate 24

* Capstone Course

This plan provides courses for preparation for the following certifications:

- CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
- Microsoft Technical Associate (MTA) Certification (ITMT 1302)

****This degree is being deactivated and will no longer admit new students after Summer 2017.**

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institutions to provide the necessary training.

Program Description: The curriculum is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard on the ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

Program Objectives: The objective of the curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Reporting Scopist Certificate.

Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - a. be a high school or GED graduate;
 - b. make application to ACC and fulfill the admission requirements of the College;
 - c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
 - d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
 - e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office.

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Court by the Texas Court Reporters Certification Board. Please contact the Texas Court Reporters Certification Board, Austin, Texas, for more information.

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1304 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 59 or less

No grade below a C (70%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:
 - a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
 - b. may apply for credit by examination by testing in the following areas: Legal Terminology, Medical Reporting, Reporting Communications I, Machine Shorthand courses.

4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individuals; therefore, successful completion of these courses may require more than the two years outlined in the degree plan.

Court Reporting (CIP 22.0303)

281-756-3757

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

****This degree is being deactivated and will no longer admit new students after Summer 2017.**

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	4
* Creative Arts or	Select from Creative Arts Core Curriculum	3
* Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
		12
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-80-100)	3
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Reporting Communications II	3
		12
Third Semester		
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
* Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
		10
SECOND YEAR		
First Semester		
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2303	Advanced Machine Shorthand (160-180)	3
CRTR 2312	Court Reporting Procedures	3
* Government/Political Science	Select from Government/Political Science Core Curriculum	3
		13
Second Semester		
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
* Mathematics or	Select from Mathematics Core Curriculum	3
* Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
		8
Third Semester		
* CRTR 2281	Cooperative Education - Court Reporting/Court Reporter	2
* SPCH 1318	Interpersonal Communications	3
		5
Total Credits Required A.A.S. Court Reporting		60

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

* Capstone Course

1. The student shall pass the following tests:

- Two 180 wpm five-minute literary tests with no more than 20 errors - 97.8%
- Two 200 wpm five-minute jury charge tests with no more than 25 errors - 97.5%
- Two mock CSR exams. EACH exam consists of the following:
 - One 180 wpm five-minute literary test with no more than 45 errors - 95%
 - One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
 - One 225 wpm five-minute testimony test with no more than 56 errors - 95%

2. Each student shall complete an internship (CRTR 2281) with a court reporter. Students are encouraged to utilize the dictation created by the faculty for home practice and skill building during free periods and before and after school.

****This degree is being deactivated and will no longer admit new students after Summer 2017.**

Purpose: The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not wish to pursue an A.A.S. degree plan.

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Each student is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Reporting Certificate will be awarded upon satisfactory completion of the six-semester program.

Note: The A.A.S. program requirements also apply to the certificate program in Court Reporting.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	4
		9
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-80-100)	3
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Court Reporting Communications II	3
		12
Third Semester		
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
		7
SECOND YEAR		
First Semester		
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2303	Advanced Machine Shorthand (160-180)	3
CRTR 2312	Court Reporting Procedures	3
		10
Second Semester		
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
		5
Third Semester		
*CRTR 2281	Cooperative Education-Court Reporting/Court Reporter	2
		2
Total Credits Required for Court Reporting Certificate		45

*Capstone Course

Course Number	Course Title	Credits
CRJ 100	Introduction to Criminal Justice	3
CRJ 101	Principles of Law	3
CRJ 102	Law Enforcement	3
CRJ 103	Legal System	3
CRJ 104	Law of Evidence	3
CRJ 105	Law of Procedure	3
CRJ 106	Law of Torts	3
CRJ 107	Law of Contracts	3
CRJ 108	Law of Property	3
CRJ 109	Law of Wills	3
CRJ 110	Law of Trusts	3
CRJ 111	Law of Insurance	3
CRJ 112	Law of Banking	3
CRJ 113	Law of Finance	3
CRJ 114	Law of Securities	3
CRJ 115	Law of International Trade	3
CRJ 116	Law of International Law	3
CRJ 117	Law of Human Rights	3
CRJ 118	Law of Environmental Protection	3
CRJ 119	Law of Labor Relations	3
CRJ 120	Law of Antitrust	3
CRJ 121	Law of Intellectual Property	3
CRJ 122	Law of Taxation	3
CRJ 123	Law of Bankruptcy	3
CRJ 124	Law of Consumer Protection	3
CRJ 125	Law of Product Liability	3
CRJ 126	Law of Defective Products	3
CRJ 127	Law of Medical Malpractice	3
CRJ 128	Law of Nursing Home Abuse	3
CRJ 129	Law of Elder Abuse	3
CRJ 130	Law of Child Abuse	3
CRJ 131	Law of Domestic Violence	3
CRJ 132	Law of Sexual Assault	3
CRJ 133	Law of Stalking	3
CRJ 134	Law of Identity Theft	3
CRJ 135	Law of Credit Card Fraud	3
CRJ 136	Law of Internet Fraud	3
CRJ 137	Law of Phishing	3
CRJ 138	Law of Social Media Fraud	3
CRJ 139	Law of Identity Theft	3
CRJ 140	Law of Credit Card Fraud	3
CRJ 141	Law of Internet Fraud	3
CRJ 142	Law of Phishing	3
CRJ 143	Law of Social Media Fraud	3
CRJ 144	Law of Identity Theft	3
CRJ 145	Law of Credit Card Fraud	3
CRJ 146	Law of Internet Fraud	3
CRJ 147	Law of Phishing	3
CRJ 148	Law of Social Media Fraud	3
CRJ 149	Law of Identity Theft	3
CRJ 150	Law of Credit Card Fraud	3

Court Reporting Scopist Certificate

281-756-3757

(CIP 22.0303)

****This degree is being deactivated and will no longer admit new students after Summer 2017.**

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time.

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Each student is urged to consult with Advising and the Court Reporting Department Chairperson in planning his/her program. The Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	4
		11
Second Semester		
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Court Reporting Communications II	3
CRTR 2313 or	Court Reporting Technology II (Scopist) or	2
CRTR 1208	Realtime Court Reporting I	2
		8
Third Semester		
* CRTR 2280 or	Cooperative Education-Court Reporting/Court Reporter (Scopist) or	2
* CRTR 1306	Machine Shorthand II (100)	2

Total Credits Required for Court Reporting Scopist Certificate 20

*Capstone Course

1. The student shall pass the following tests:

- Two 100 wpm five-minute literary tests with no more than 20 errors - 97.8%
- Two 200 wpm five-minute jury charge tests with no more than 25 errors - 97.5%
- Two mock CSR exams. EACH exam consists of the following:
 - One 100 wpm five-minute literary test with no more than 45 errors - 95%
 - One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
 - One 225 wpm five-minute testimony test with no more than 56 errors - 95%

2. Each student shall complete an internship (CRTR 2281) with a court reporter. Students are encouraged to utilize the dictation created by faculty for home practice and skill building during free periods and before and after school.

Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented as are the methods utilized for requesting lab analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.

Program Requirements: A certificate student takes twenty seven (27-33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Criminal Justice - Crime Scene Technician Certificate

Course Number	Course Title	Credits
First Semester		
CJSA 1308	Criminalistics I	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
		9
Second Semester		
CJSA 2323	Criminalistics II	3
CRIJ 1310 or	Fundamentals of Criminal Law or	3
CJLE 1506	Basic Peace Officer I (Police Academy)	3
CRIJ 2323 or	Legal Aspects of Law Enforcement	3
CJLE 1512	Basic Peace Officer II (Police Academy)	3
		9
Third Semester		
* CJSA 2332	Criminalistics III	3
CRIJ 2328 or	Police Systems and Practices	3
CJLE 1518	Basic Peace Officer III (Police Academy)	3
CRIJ/CJLE/CJSA Elective		3
		9

Total Credits Required for Crime Scene Technician Certificate **27**

* Capstone Course