

ALVIN COMMUNITY COLLEGE

# Catalog

2014 - 2015



**Chris Gonzalez**  
Business Administration



## ALVIN COMMUNITY COLLEGE

# General Catalog for 2014-2015

Volume 65, No. 1 • August 2014

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

**Approved by:**

Texas Higher Education Coordinating Board

**Member:**

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

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

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 2013 fall semester.

### Interpretation of Catalog

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

Please refer to the college website [www.AlvinCollege.edu](http://www.AlvinCollege.edu) for the most current information.

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### ALVIN COMMUNITY COLLEGE

3110 Mustang Road

Alvin, Texas 77511

Phone: 281-756-3500 • [www.AlvinCollege.edu](http://www.AlvinCollege.edu)

## WELCOME MESSAGE FROM THE PRESIDENT

If you are reading this book, then you're already interested in Alvin Community College. Whether you are a student, future student, parent, community members or a high school official, it is my pleasure to introduce you to the 2014-15 student catalog.

While you may come across more interesting reading material in your classes here at ACC, this catalog will provide you with everything you need in order to succeed in college. The catalog is designed to facilitate your transition to ACC and to give you a glimpse of campus life.



Enclosed you will find detailed information about all programs and courses that we offer as well as the requirements needed to complete an Associate Degree or workforce certification. There is also an informative directory of faculty and staff members so you can learn about the many professional who are ready to assist on campus. The book also includes all the rules and regulations which you need to be aware of in order to become a successful student.

For over sixty-five years Alvin Community College has offered a wide variety of quality higher-education programs including career education that lead directly to employment; courses that directly transfer to upper division colleges and universities; workforce certificate programs and continuing education courses. In addition to our student success staff provide services outside the classroom that will contribute to your overall success at the college.

The mission of Alvin Community College is to improve lives by providing affordable, accessible and innovative educational opportunities to those it serves. Supported by the community, our excellent faculty and staff fulfill this mission every day through a commitment to student achievement, life-long learning, academic excellence, and student success.

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

Welcome to ACC and I look forward to seeing you on campus.

Fins up!

A handwritten signature in cursive script that reads "Christal M. Albrecht".

Dr. Christal M. Albrecht  
President, Alvin Community College

# Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

## Administrative Offices

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

## Dean of :

Academic Programs	281-756-3718
Continuing Education	281-756-3789
Financial & Administrative Services	281-756-3594
Instruction, Provost	281-756-5601
Continuing Education and Workforce Development	281-756-3990
Students	281-756-3517

## Director of:

Advising Services	281-756-3531
Articulated Credit	281-756-3978/3846
Athletics	281-756-3767
Dual Credit	281-756-3726
Fiscal Affairs/Comptroller	281-756-3509
Human Resources	281-756-3639
Information Technology	281-756-3536
Institutional Effectiveness/Research	281-756-3663
Learning Lab	281-756-3556
Marketing	281-756-3569
Physical Plant	281-756-3583

## Departmental and Staff Offices

Academic Foundations (Reading & Writing)	281-756-3556
Academic Enhancement Center	281-756-3565
Accounting	281-756-3660
Advising Services	281-756-3531
Agriculture	281-756-5669
Art	281-756-3605
Astronomy	281-756-5670
Biology	281-756-5669
Business Programs	281-756-3660
Business Office/Cashier	281-756-3593
Campus Café	281-756-3679
Career Planning and Placement	281-756-3560
Campus Police	281-756-3700
Continuing Education & Workforce Development	281-756-3789
Chemistry	281-756-5670
Child Development Laboratory School	281-756-3644
Child Development Education	281-756-3644
Communications	281-756-3767
Computer Information Technology	281-756-3783

## Continuing Education

Commercial Driving	281-756-3819
Dental Assistant	281-756-3820
GED/ABE	281-756-3995
Health and Medical	281-756-3806
Industrial Training	281-756-5711
Information Technology	281-756-3904
Massage Therapy	281-756-3806
Welding	281-756-3672
Counseling Services	281-756-3531
Court Reporting	281-756-3757
Criminal Justice/Police Academy	281-756-3951
Culinary Arts	281-756-3949
Diagnostic Cardiovascular Sonography	281-756-5650

Distance Education	281-756-3728
Drama	281-756-3607
Emergency Medical Technology	281-756-5640
English	281-756-3713
Enrollment Services Center	
Admission, Financial Aid, Transcript Services, Testing Services, Registration, Graduation	281-756-3531
Financial Aid Office	281-756-3531
Fitness Center	281-756-3691
Foreign Language	281-756-3709
Geology	281-756-5670
Graduation	281-756-3506
Hazlewood	281-756-3501
Honors Program	281-756-3974
Human Service-Substance Abuse Counseling	281-756-3652
Industrial Design Technology	281-756-3784
Information Technology	281-756-3783
International Students	281-756-3531
KACC Radio-TV	281-756-3767
Learning Lab	281-756-3566
Library	281-756-3559
Management	281-756-3812
Marketing	281-756-3550
Mathematics	281-756-3707
Media Center	281-756-3567
Music	281-756-3587
Neurodiagnostic Technology	281-756-5644
Nursing-Associate Degree	281-756-5630
Nursing - Vocational	281-756-5630
Office Administration	281-756-3822
Paralegal	281-756-3642
Pharmacy Technician	281-756-3805
Physical Plant Operations	281-756-3583
Physics	281-756-5670
Polysomnography - Sleep Medicine	281-756-5655
Process Technology	281-756-3785
Public Relations Office	281-756-3600
Respiratory Care	281-756-5660
ROTC-Air Force Science	UH 713-743-3703
Social Sciences	281-756-5680
Speech	281-756-3613
Sports & Human Performance	281-756-3692
Student Activities Office	281-756-3686
Student Employment	281-756-3560
Technical Programs	281-756-5601
Theater Box Office	281-756-3609
Transfer Evaluation	281-756-3505
Tutoring	281-756-3566
Upward Bound Program	281-756-3849
Veteran's Certification Services	281-756-3531

## Services for Students with Disabilities:



Voice	281-756-3531
TDD	281-756-3845

# ACADEMIC CALENDAR

## 2014

JUNE						
S	M	T	W	T	F	S
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SEPTEMBER						
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OCTOBER						
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DECEMBER						
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## FALL SEMESTER 2014

Jun 23-Aug 19	Registration - Fall
Aug 19	Payment Deadline
Aug 21	Faculty/Staff Workshop
Aug 21-25	Late Registration and Schedule Changes
Aug 22	Faculty Prep Day
<b>Aug 25</b>	<b>Classes Begin</b>
Aug 25	Audit Registration
Sep 1	Labor Day Holiday
Sep 10	Census Date
Oct 10	Fall Graduation - Application Deadline
Oct 29-Jan 13	Registration - Spring 2015
<b>Nov 17</b>	<b>Withdrawal Deadline</b>
Nov 26-30	Thanksgiving Holidays
Dec 5	New Student Orientation
Dec 11-17	Final Exams
Dec 11	Graduation-Police Academy
Dec 12	Associate Degree Nursing Pinning Ceremony
Dec 18	Grades Due - 9 am
Dec 19-Jan 4	Winter Break

## 8-Week Fall Mini Semesters

### First 8-Weeks (M1)

Jun 23-Aug 19	Registration
Aug 19	Payment Deadline
Aug 22-25	Late Registration
<b>Aug 25</b>	<b>Classes Begin</b>
Sep 2	Census Date
<b>Sep 29</b>	<b>Withdrawal Deadline</b>
Oct 15	Classes End/Finals
Oct 16	Grades Due 9am

### Second 8-Weeks (M2)

Sept 22-Oct 16	Registration
Oct 16	Payment Deadline
Oct 18-20	Late Registration
<b>Oct 20</b>	<b>Classes Begin</b>
Oct 28	Census Date
<b>Nov 18</b>	<b>Withdrawal Deadline</b>
Dec 11-17	Classes End/Finals
Dec 18	Grades Due 9am

## Three (3) Week Mini Semester

Nov 10-Dec 15	Registration
Dec 15	Payment Deadline
Dec 16-27	Late Registration
<b>Dec 18</b>	<b>Classes Begin</b>
Dec 22	Census Date
<b>Dec 30</b>	<b>Withdrawal Deadline</b>
Jan 7	Classes End/Finals
Jan 8	Grades Due 9am

## SPRING SEMESTER 2015

Oct 29-Jan 13	Registration - Spring
Dec 19-Jan 4	Winter Break
Jan 5	College Reopens
Jan 13	Payment Deadline
Jan 15-18	Late Registration and Schedule Changes
Jan 16	Audit Registration
Jan 19	MLK Holiday
<b>Jan 20</b>	<b>Classes Begin</b>
Feb 4	Census Date
Feb 20	TCCTA Convention. No day classes on Friday. (Fri. eve, Sat, Sun will meet). Offices close 12 noon.
Mar 6	Spring Graduation - Application Deadline
Mar 16-22	Spring Break
Apr 3-6	Spring Holiday/Study Day
Apr 15-Jun 1	Summer One & 11 Week- Registration

<b>Apr 20</b>	<b>Withdrawal Deadline</b>
Apr 27	Awards Day
May 11-16	Final Exams
May 13	Associate Degree Nursing Pinning Ceremony
May 18	Grades Due - 9 am
May 19	Graduation
May 20	Graduation
May 22	Summer Hours Begin - Closed Fridays
May 25	Memorial Day Holiday
May 26	Graduation - TDCJ
May 27	Graduation - GED/CEWD
May 28	Graduation - Police Academy

**8-Week Spring Mini Semesters**

**First 8-Weeks (M1)**

Oct 29-Jan 13	Registration
Jan 13	Payment Deadline
Jan 15-18	Late Registration
<b>Jan 20</b>	<b>Classes Begin</b>
Jan 27	Census Date
<b>Feb 24</b>	<b>Withdrawal Deadline</b>
Mar 10	Classes End/Finals
Mar 11	Grades Due 9am

**Second 8-Weeks (M2)**

Feb 16-Mar 9	Registration
Mar 9	Payment Deadline
Mar 11	Late Registration
<b>Mar 12</b>	<b>Classes begin</b>
Mar 27	Census Date
<b>Apr 27</b>	<b>Withdrawal Deadline</b>
May 11-16	Classes End/Finals
May 18	Grades Due 9am

**Three (3) Week Mini Semester**

April 1-May 14	Registration
May 14	Payment Due
May 15-18	Late Registration
<b>May 19</b>	<b>Classes Begin</b>
May 20	Census Date
<b>May 26</b>	<b>Withdrawal Deadline</b>
June 2	Classes End/Finals
Jun 3	Grades Due 9am

**SUMMER SEMESTER 2015**

**Summer One and 11 Week**

Apr 15-Jun 1	Registration - Summer One and 11-Week
May 25	Memorial Day Holiday
Jun 1	Payment Deadline
Jun 3	Late Registration and Schedule Changes
<b>Jun 4</b>	<b>Classes Begin</b>
Jun 10	Census Date - Summer One
Jun 11	Summer Graduation - Application Deadline
Jun 17	Census Date -11-Week
<b>Jun 30</b>	<b>Withdrawal Deadline - Summer One</b>
Jul 8	Summer One Classes End
Jul 9	Grades Due - 9 am

**Summer Two and 11 Week**

Jun 16-Jul 8	Registration - Summer Two
Jul 8	Payment Deadline
Jul 10-13	Late Registration & Schedule Changes
<b>Jul 13</b>	<b>Classes Begin</b>
Jul 16	Census Date - Summer Two
<b>Jul 28</b>	<b>Withdrawal Deadline -11 Week &amp; Summer Two Classes</b>
Aug 13	Classes End - 11 Week / Summer Two Classes
Aug 14	Last Friday Closed
Aug 17	Grades Due - 9 am - 11 Week and Summer Two Classes

**2015**

JANUARY						
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JUNE						
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# 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. The college has continued its longstanding partnership with Pearland Independent School District by offering credit and non-credit courses at Robert Turner College and Career High School beginning in Fall of 2013.

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

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 5296 in 2010. During this period of growth, Alvin Community College has had five presidents:

Mr. A.G. Welch	1949-1954
Dr. A.B. Templeton	1954-1964
Mr. D.P. O'Quinn	1964-1971
Dr. T.V. Jenkins	1971-1976
Dr. A. Rodney Allbright	1976-2014
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

*The mission of Alvin Community College is to improve lives by providing affordable, accessible and innovative educational opportunities to those it serves.*

## Vision Statement

*Alvin Community College will be recognized as a premier community college in the state of Texas.*

## Institutional Goals

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

### 1 Student Success

Alvin Community College will provide access to high quality educational opportunities to its students in an environment that encourages success.

### 2 Partnerships & Resource Development

Alvin Community College will carry out its mission efficiently, and will engage in partnerships that bring resources to the college and community.

### 3 Professional Development

Alvin Community College will promote lifelong learning for its employees that improves their effectiveness in serving students and the community.

### 4 Cultural Awareness

Alvin Community College will have an educational environment that reflects a changing world and prepares its students to live and work in diverse situations.

### 5 Campus Safety

Alvin Community College will ensure the safety of its campus for students, employees and the community.

## Facilities

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

- A** The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Dean of Students, Enrollment Services Center, Advising Services, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, Cyberlink Lab and Business Office. The second floor houses the Learning Lab, Career Planning and Placement Office, classrooms, the Library, GED, and various 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.
- C** The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Child Development Laboratory School. The second floor contains faculty offices and classrooms, as well as, offices used by the Upward Bound program and the Marketing department. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include office administration lab.

**D** Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop.

**E** The Student Center consists of the Texas Room, Student Activities offices, Campus Café, College Store and Study Grounds Coffee Bar.

**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 Dean of Academic Programs, and the Academic Division Chairs.

**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 offices, classrooms, and laboratories supporting workforce training in health sciences, information technology, commercial driving and contract training. Campus Police is also located in this building.

**S** The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Division chairs, and office of the Provost, Dean of Instruction.

**N** The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, 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. The remaining portion of the building houses the Nolan Ryan Exhibit Center.

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

## ACC at Turner - Pearland

Alvin Community College has partnered with Pearland ISD to provide evening courses in the northern part of its service area for over 20 years. In 2013, ACC began offering continuing education and credit courses at Robert Turner College and Career High School. Daytime offerings include dual-credit courses and continuing education courses, while evening courses (both credit and non-credit) are open to the general public Monday through Thursday.



## Public Notice, Compliance Statements

### The Campus SaVE Act

Alvin Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), Alvin Community College is currently reviewing policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. Such acts of violence are prohibited by College policy, as well as state and federal laws. These guidelines will apply to all members of the Alvin Community College (students, faculty, and staff) as well as contractors and visitors.

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

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

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

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

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

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

### Reporting an Incident

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

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Dean of Students, who also serves as the student Title IX Coordinator 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, 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.

### Civil Rights:

In compliance with Title VI of the Civil Rights Act of 1964 ( P . L . 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-

318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

### Rights of Individuals with Disabilities:

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

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

### Students Right-To-Know

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

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

### FERPA:

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

### Release of Directory Information

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

The student must complete the FERPA Non-release Form in person and provide picture identification. The student also has the right to allow designated individuals to view their non-directory information. The student must complete the Limited FERPA Release Form in person and provide picture identification at the

ESC at any time. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification at the ESC. No information will be given over the phone.

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

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment. Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

#### Photo and Videotape Policy

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

**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. http://records.txdps.state.tx.us/sexoffender/](http://records.txdps.state.tx.us/sexoffender/).

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

#### Substance Abuse Policy Statement

Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. For that purpose, ACC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco by its students on college premises or as part of any of its activities. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both the cultural and the 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, illicit and prescription drugs.

#### Tobacco Policy

Alvin Community College is a tobacco-free campus. Smoking, smokeless tobacco, and e-cigarettes are not allowed in college owned or controlled vehicles, in or around ACC buildings, grounds, or other facilities owned or leased, regardless of location. Exception: Smoking shall be limited to campus parking lots and private vehicles parked on College property.

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

#### Sexual Misconduct

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

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

#### Racial Harassment

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment 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 will not be tolerated. Students believing that they have been victims of racial harassment should report such incident to the Vice President of Student Affairs. Employees should report incidents to the Director of Human Resources. Every reported incident of racial harassment will be thoroughly and promptly investigated with the cooperation of the person being harassed.

#### Title IX - Equal Educational Opportunity

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

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

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

Students may receive information about rights and grievance procedures, by contacting the Dean of Students, (281) 756-3517. Employees and others may contact the Director of Human Resources, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

**Filing a Grievance**

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

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

**Child Protection and Sexual Abuse Training**

Alvin Community College, in compliance with SB 1414 and Texas Education Code 51.976 mandates Sexual Abuse Awareness Training for college employees involved in any 'campus programs

for minors' such as camps for various activities including athletics, cheerleading, debate, theater, dance, and music.

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

**Social Media Statement**

Social media has fundamentally changed the way communication occurs as individuals and as a college. Alvin Community College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Alvin Community College community, including 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.



The ACC Girls softball team, led by first-year coach Rudi Cantu, posted a record of 16-34 for the 2014 season.

# Academic Policies & Regulations

## Admissions

To apply or to request information in person, visit the Enrollment Services Center. Correspondence regarding admission should be addressed to the Registrar's Office.

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

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

## Enrollment Services Center

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

## Admission Requirements

- Students entering college for the first time must be advised by Advising Services. Students should complete testing before their advising session, or **bring TSI Assessment scores or proof of Texas Success Initiative (TSI) exemption to the session** (see *Testing section*). *Students must provide the records and/or forms listed under the appropriate category. Personal copies may be used for advising; however, an official copy of test scores must be on file before the student may register. (Note: See also Testing and TSI sections.)*

- A social security number is required to receive federal financial aid disbursements and end-of-year 1098 Tax Form for reporting tuition payments.

## Admission Categories

- **Graduates from accredited high schools:** Admission Application, high school transcript with graduation date, and TSI Assessment scores.
- **Students with GED Certificates:** Admission Application, GED scores and TSI Assessment scores.
- **College transfer students:** Admission Application, transcripts from previous colleges and TSI Assessment scores or proof of TSI exemption. Students on probation or suspension must obtain approval from the Dean of Students. Call 281-756-3517 for an appointment.
- **Former ACC students:** All returning students must provide current transcripts from colleges attended since last attending ACC and if not TSI met, TSI Assessment scores. Former ACC students on academic probation or suspension at another institution must obtain approval from the Dean of Students, 281-756-3517.

Returning students who have not attended ACC for one or more years must complete a new admission application.

- **Graduates from home school programs:** Admission Application, home school transcript verifying graduation date with school official name and signature and TSI Assessment scores.
- **Dual Credit, Concurrently enrolled high school students or Home School students.** Admission Application, Early Admission Contract, official high school transcript and TSI Assessment scores. (if not exempt).
- **Individual approval** - includes graduates of non-accredited schools or individuals without a **regionally accredited** high school diploma or GED: Admission Application and TSI Assessment scores.

Financial Aid Eligibility – Students who gain admission to Alvin Community College under **Individual Approval** status but are not eligible to receive federal Title IV grants (includes Pell Grant), loans and work study. Students should visit with an advisor to consider this decision or successfully complete the GED prior to college admission.

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

- **International students** (Students born in another country who are not U.S. citizens or resident aliens): Approval from the Advisor for International Students is required. For additional requirements. Call 281/756-3531.

## International Student Regulations

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

1. A completed application form
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. See Credit from Foreign Institutions on page 15.
3. A minimum score of 525 on the TOEFL (paper based), and 70 on the TOEFL (internet based) or Band 6 range on the IELTS. Students with competency in English instruction, or from English speaking countries, will not be required to submit TOEFL

or IELTS scores.

4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country
5. A health form or physician's statement verifying student's immunization record
6. For students transferring from another U.S. college or university, the student must have an international students Advisor's Report from the International Student Office at the institution.

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

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

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service (see page 15).

### 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 ESC 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 Curriculums

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

- Child Development/Early Childhood
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Neurodiagnostic Technician
- Emergency Medical Technology
- Nursing

- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

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

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

### Student Criminal Background Check

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 specific program requires a background check.

### Transcript Requirement

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ESC 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 a requirement for registration. All 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 obtained from class schedules or by calling 281-756-3531. Test scores are used only to place students in appropriate courses. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. Call 281-756-3531 for an appointment.

### Residency Information

When students are admitted, they are informed of their residence classification based on information on their application's Core Residency Questions and supporting documentation. Tuition is based on this classification. Transfer students will maintain the residence classification issued by the last public institution attended during the 12 months prior to the term for admission.

### Proof of Residence

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

## Residency Statuses:

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

- 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) You are a dependent of a parent who;  
- established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and  
- maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

## Residency Terms and Definitions:

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

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

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

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

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

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

## Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Enrollment Services Center and provide supporting documentation proving the new classification. Changes made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the term census date; changes made prior to or on the census date, will apply to the current semester.

Out-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census

date for the given semester by providing one of documents listed with their parent's name and address, along with their parent's IRS federal tax return showing the student as a dependent. (P.O. Box excluded)

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

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

- A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents may be used that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or
- B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
  - 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 documents listed in section B.
  - Utility bill for the 12 months preceding the census date.
  - Texas high school transcript for full senior year preceding the census date.
  - Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date
  - Texas driver's license or Texas ID card that has not expired and if it reflects an origination date, shows an origination date of at least 12 months prior to the census date.
  - Texas voter's registration card that is issued more than 12 months prior to the census date.
  - Pay stubs for the 12 months preceding the census date
  - Bank statements reflecting a Texas address for the 12 months preceding the census date.

- Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date.
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.

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

### Texas Success Initiative (TSI)

The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062) to give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college. Alvin Community College academic advisors and counselors will work with students whose placement scores indicate a need to enhance their academic program. However, all students enrolling at Alvin Community College must have scores from an approved test or complete the new TSI Assessment. Scores from students declaring an intent to enroll in a Level 1 certificate program are used for diagnostic purposes only - to improve academic success and not for placement purposes. Course prerequisites will remain in place for all college-level courses.

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 5 on the English essay.

### PLACEMENT CHART

Subject	TSI Assessment
Reading	351
Math	350
English	5 on essay**

\*Remediation not required but Math 0311/0312 to be taken prior to taking college level math

\*\*Or 4 on essay with objective score of 363

#### TSI Exemptions

- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- SAT - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in

- math. Scores must not be more than 5 years old.
- \* STAAR - End of course (EOC) with a minimum score of 2000, Level 2, on the English III EOC shall be exempt from the TSI Assessment for both reading and writing; a minimum score of 4000, Level II, on the Algebra II EOC shall be exempt from the TSI Assessment for the mathematics section for a period of 5 years from the date of testing.
- TAKS - minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math. Scores must be no more than 5 years old.
- Associate or Baccalaureate degree graduates from a Texas public institution of higher education
- Transfer students from private or independent institutions of higher education or an accredited out of state institution and who have satisfactorily completed college-level course work as determined by the receiving institution.
- Transfer students who have been determined to have met college readiness standards.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or member of the armed forces reserve and has been serving for at least 3 years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or served as a member of the armed forces reserve.

#### Waived Level One Certificate Programs

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

Basic Law Enforcement Academy	Industrial Design Technology
Child Develop/ Early Childhood	Management Development
Child Develop/ Early Child. Adm	Office Administrative Support
Computer Info. Tech.	Office Assistant
Computer Info. Tech.- Networking	Paralegal
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
Emergency Med Tech - Advanced	

#### Individual Educational Plan

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

- adult education courses required to meet TSI requirements in developmental education courses
- the developmental courses required to meet the college readiness standard
- the non-developmental courses for which the student is eligible.

#### TSI Developmental Sequence

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

1. The student must take the TSI Assessment and pass.
2. The student must pass 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 and attend a developmental course for at least one of the failed sections until all sections are passed, or required developmental courses are completed with a grade of "C or better". Students could be withdrawn from ALL courses for non-attendance of the developmental class.

### Developmental Courses

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

### Developmental Courses:

NCBR 0200 (Reading), NCBW 0100 (Writing), NCBM 0200 (Math), DIRW/DIRR 0309, DIRW/DIRR 0310 (Reading & Writing), MATH 0310, MATH 0311, MATH 0312

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

### Placement Regulations

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as prerequisites or co-requisites). These requirements may be satisfied by successful completion of previous courses; by passing scores on the TSI Assessment 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 during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

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

### Student Responsibility-Course Selection

The College provides students with information and assistance in making academic decisions. Advising Services, program directors, and department chairs are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling

in appropriate courses. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits. The student is also responsible for knowing and meeting TSI and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

### Texas Common Course Numbering System

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

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

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

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

### Evaluation of Previous Education

#### Traditional Education

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

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

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent to ACC courses. If the core curriculum is completed at a single Texas public institution, the core will transfer to ACC and satisfy ACC's core curriculum. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level course work for which there is no ACC equivalent may be transferred as elective credit. Transferred grades must meet departmental degree criteria. Transferred course work is posted to the student's record using Texas common course numbers to assist transfer students with course selection. Proper course selection and the non duplication of course work remain the responsibility of the student. Counselors and advisors are available to assist the student with course selection.



## Evaluation of Credit from Foreign Institutions

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

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

American Association of Collegiate Registrars & Admissions Officers  
International Education Services  
One Dupont Circle, NW; Suite #520, Washington DC 20036-1135  
Phone: 202-296-3359, FAX: 202-822-3940  
<http://ies.accrao.org/evaluations/>

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

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

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

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

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

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

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

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

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

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

## Articulated Credit Program

Articulated Credit is the process of completing classes at the high school level that translate, or articulate, into college courses in the same discipline. Completing the high school classes within certain parameters allows the student to apply for full credit of the corresponding course at Alvin Community College at no charge. To receive Articulated Credit, a high school student must earn an 80 or above in the articulated class, file a petition for credit within 15 months of graduation, be recommended by the teacher, and major in an articulating associate of applied science program at ACC. This ensures that students entering the workforce in these technological environments have the competencies and skills necessary to succeed.

## Nontraditional Education

Nontraditional credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination (departmental and national exams). Nontraditional credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of nontraditional credit.

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

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

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are charged according to the type of credit being requested. Fees for all types of nontraditional credit are waived for veterans with honorable or general conditions discharge upon presentation of military documentation.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to a currently enrolled ACC student after the census date of the term.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not meet SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.
- There is no charge for transcription of AP/CLEP/IBD/DSST credit.

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

### Continuing Education Workforce Dev. Overlay Courses

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

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes will carry the same tuition and associated fees as credit classes.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form in the Enrollment Services Center.
- Academic credit awarded will count as resident credit.
- A grade of A, B, or C will be assigned.

### Credit for Military Service

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

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

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

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

### National Credit by Examination

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

### Departmental Credit by Examination

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

- apply for Credit by Exam at the Enrollment Services Center and
- pay the current hourly out of district tuition rate for each course prior to attempting credit by examination.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript, but are not calculated in the ACC gpa.

### Life Work Experience

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

### Requesting Credit - Nontraditional Education

1. The student initiates the request in the Enrollment Services Center by completing the appropriate form, presenting the appropriate documentation and paying required fees.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for AP/CLEP, IBD, DSST and ACE Guide recommendations.
3. The form is returned to the Registrar's Office who then notifies the student when the credit is posted.

## DSST Exams (DANTES)

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

(Bold = Exams revised in 2008-2009)

## International Baccalaureate Diploma Program

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

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

## Credit by Exam - Advanced Placement / CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2305
American Literature		50	6	ENGL 2327 / 2328
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Art / Art History	3		6	ARTS 1303 / 1304
Art / Studio Art: Drawing	3		6	ARTS 1316 / 1317
Art / Studio Art: 2-D Design	3			ARTS 1311
Art / Studio Art: 3-D Design	3			ARTS 1312
Biology			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	6	ENGL 1301/1302
English Literature		50	6	ENGL 2322 / 2323
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, Level II		59	14	FREN1411/ 1412
French Language	3		8	FREN 2311 / 2312
French Literature	3		14	FREN 1411/ 1412
German Lang, Level I		50	8	FREN 2311/2312
German Lang, Level II		60	14	GERM 1411, 1412
German Language	3		8	GERM 1411/ 1412
Government & Politics / US	3		3	GERM 2311 / 2312
History of the US I: US to 1877		50	3	GERM 1411/ 1412
History of the US II: 1865 to present		50	3	GOVT 2305
Human Growth and Development		50	3	HIST 1301
Information Systems & Computer App		50	3	HIST 1302
Language & Composition Test	3		3	PSYC 2314
Literature & Composition Test	3		4	BCIS 1405
Macroeconomics	3		6	ENGL 1301 / 1302
Macroeconomics, Principles		50	6	ENGL 1301 / 1302
Management, Principles		50	3	ECON 2301
Marketing, Principles		50	3	ECON 2301
Microeconomics	3		3	BMGT 1303
Microeconomics, Principles		50	3	MRKG 1311
Physics B	3		3	ECON 2302
Physics C Electricity and Magnetism	3		3	ECON 2302
Physics C Mechanics	3		8	PHYS 1401 / 1402
Precalculus		50	4	PHYS 2426
Psychology	3		4	PHYS 2425
Sociology		50	4	MATH 2412
Spanish Lang., Level I		50	8	PSYC 2301
Spanish Lang., Level II		63	14	SOCI 1301
Spanish Language	3		8	SPAN 1411 / 1412
Spanish Literature	3		14	SPAN 1411/ 1412
Statistics	3		3	SPAN 2311/ 2312
US History	3		6	MATH 1342
Western Civilization I: Ancient East to 1648		50	3	HIST 1301 / 1302
Western Civilization I:1648 to present		50	3	HIST 2311
				HIST 2312

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- There is no charge for this service; request evaluation in the Enrollment Services Center.

## Core Curriculum

Statement of Purpose (Texas Higher Education Coordinating Board)  
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.")

#### Core Completers

Core completers will receive credit for each course transferred. Students will not be required additional core curriculum courses at the transferee's public institution unless the 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 the future institution's core curriculum.

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

#### Resolution of Transfer Disputes

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

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher

education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

### Field of Study Curriculum

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

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

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

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

### 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 in May 1993 and thereafter that the 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 provided the following conditions have been met:

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.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Advising Services.

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.

# CORE OBJECTIVES

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

# CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective Fall 2014

Component Area	Courses	Hours
<b>Communication 010</b>	<b>Required:</b> ENGL 1301 and ENGL 1302 <u>or</u> 2311	6
<b>Mathematics 020</b>	<b>Select one:</b> MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
<b>Life &amp; Physical Sciences 030</b> <i>(formerly Natural Sciences)</i>	<b>Select two:</b> ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1411, 1412, 2423, 2425 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6
<b>Language, Philosophy &amp; Culture 040</b> <i>(formerly Humanities)</i>	<b>Select one:</b> CHIN 2311, 2312 FREN 2311, 2312 GERM 2311, 2312 SPAN 2311, 2312, 2313, 2315 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 1304, 2306	3
<b>Creative Arts 050</b> <i>(formerly Visual &amp; Performing Arts)</i>	<b>Select one:</b> ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 2362, 2366 MUSI, 1306, 1308, 1309, 1310	3
<b>American History 060</b> <i>(formerly U.S. History)</i>	<b>Select two:</b> HIST 1301, 1302, 2301	6
<b>Government / Political Science 070</b> <i>(formerly Political Science)</i>	<b>Required:</b> GOVT 2305 and 2306	6
<b>Social &amp; Behavioral Sciences 080</b>	<b>Select one:</b> ECON 2301, 2302 GEOG 1301, 1303 PSYC 2301 SOC1 1301	3
<b>Component Area Options 090</b>	<b>Select one from each group:</b> <b>Group A:</b> CHIN 1411, 1412 FREN 1411, 1412 GERM 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335 <b>Group B:</b> PSYC 1300 <i>(Can be substituted with other core course upon advisement.)</i>	6
<b>TOTAL CORE CURRICULUM CREDITS</b>		<b>42</b>

Revised: 5-21-14

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 Provost Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

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

This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee, students must begin the process in the Advising Services. This guarantee does not apply when degree requirements set by some universities vary significantly from ACC's degree programs.

### Technical Programs – Competent Job Skills

Alvin Community College hereby 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 Dean of Technical Programs 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. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

## Teacher Preparation

Each university requires a method of evaluating the reading, writing and math skills of candidates seeking admission to educator preparation programs. It is the student's responsibility to become acquainted with the requirements of the education department in the university where transferring.

## Registration

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

## Schedule Changes

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

## Registration Requirements for Transfer Students

Bring copies of transcripts to prove completion of pre-requisite courses to registration. Proof of TSI status (exemption, college-ready or scores) should also be brought to registration if official transcripts have not been received. Without these copies, the student may face delays.

## Class Schedules

Class schedules are considered an extension of the catalog. The printed schedule contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant. Be sure to check the website to obtain 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 Enrollment Services Center on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

## Senior Citizens Audit Registration

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



## Academic Classifications

Academic classification is determined as follows:

- Freshman:** less than 30 semester hours
- Sophomore:** 30 - 60 semester hours
- Unclassified:** more than 60 semester hours

Students are responsible for determining the academic load they can successfully complete during each semester within compliance of college regulations. Hours taken concurrently at another college are included when determining academic load at ACC.

### Full-time Load:

- Fall and Spring semester - 12 or more semester hours
- Summer 11 - Week session - 8 -14 semester hours
- Summer Five - Week session - 4 - 7 semester hours

### NOTE:

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

## Maximum Course Load

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

### Student Course Overload Policy

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

## Tuition and Fees

Tuition 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 a student's residence 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 Enrollment Service Center. Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline may be withdrawn.

### 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.

### Active Duty Military Tuition

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

## Higher Tuition Charged for Third Attempt Classes

College level courses (excluding developmental) taken for the third time and there after, 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 that are paid by Texas taxpayers. Selected courses (listed) are exempt from the repeat charges because they are designed to be repeated for additional credit. The following courses are exempt from this rule:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2317	ARTS 2327	ARTS 2334
ARTS 2342	ARTS 2347	ARTS 2349
ARTS 2357	ARTS 2367	ARTS 2377
*CRTR 1207	*CRTR 1357	*CRTR 1359
CRTR 1404	CRTR 1406	CRTR 2236
CRTR 2331	CRTR 2401	CRTR 2403
CRTR 2435		
MUEN - all exempt	MUAP - all exempt	MUSC 2447
PHED 1100, 1110	PHED 1102, 1112	PHED 1103, 1113
PHED 1106, 1116	PHED 1108, 1118	PHED 1109, 1119
PHED 1120, 1121	PHED 1122, 1123	PHED 1124, 1130
PHED 1126, 1131	PHED 1132, 1133	PHED 1134, 1136
PHED 1135, 1137	PHED 1138, 1148	PHED 1139, 1149
PHED 1140, 2140	PHED 1141, 1142	PHED 1143, 1144
PHED 1145	PHED 1146	PHED 1147, 1157
PHED 1150, 2150	PHED 1151	PHED 1152
PHED 2100, 2101	PHED 2102, 2103	PHED 2104
PHED 2105	PHED 2108, 2109	PHED 2110, 2111
PHED 2112	PHED 2113, 2115	PHED 2114, 2116

## 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 excell hours, nor do any courses taken at a private or out-of-state institution.)

### Excess Developmental Education/Courses

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

### Payment Plan

Students may opt to pay for fall and spring tuition and fees using the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable \$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. Applications are made through WebAccess. Students whose automated payment is declined for any reason are subject to course withdrawal and associated fees/penalties. Any student failing to make the 2nd or 3rd 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 Reinstate 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 (available at Brazoria County Substation). 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.

Students who withdraw from any or all courses on the days listed below will receive the refund indicated.

Fall and Spring Semesters:

Through 6th class day.....	100% refund
7th through 15th class day.....	70% refund
16th through 20th class day.....	25% refund
After 20th class day.....	No refund

Summer Sessions (5-week classes):

Through 2nd class day.....	100% refund
3rd through 5th class day.....	70% refund
6th class day.....	25% refund
After 6th class day.....	No refund

Summer Session (11-week classes):

Through 4th class day.....	100% refund
5th through 11th class day.....	70% refund
12th through 14th class day.....	25% refund
After 14th class day.....	No refund

### 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 3 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 the Advising Services for complete details.

### Campus Closing Notification

#### Inclement Weather & Closing of the College

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

### HyperAlert

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

### Emergency Management/Evacuation Plan

Alvin Community College has an Emergency Management Plan found on the college web site that outlines procedures for various emergency situations that may occur on campus. Training and evacuation procedures are conducted annually for staff and

# 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 2014 & Spring 2015

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	\$132	\$264	\$402	\$15	\$60	\$30	\$22	\$20	\$15	\$10	\$172	\$304	\$436	\$574
2	132	264	402	20	60	30	22	20	15	10	177	309	441	579
3	132	264	402	25	60	30	22	20	15	10	182	314	446	584
4	176	352	536	30	60	30	22	20	15	10	187	363	539	723
5	220	440	670	35	60	30	22	20	15	10	192	412	632	862
6	264	528	804	40	60	30	22	20	15	10	197	461	725	1,001
7	308	616	938	45	60	30	22	20	15	10	202	510	818	1,140
8	352	704	1072	50	60	30	22	20	15	10	207	559	911	1,279
9	396	792	1206	55	60	30	22	20	15	10	212	608	1,004	1,418
10	440	880	1340	60	60	30	22	20	15	10	217	657	1,097	1,557
11	484	968	1474	65	60	30	22	20	15	10	222	706	1,190	1,696
12	528	1056	1608	70	60	30	22	20	15	10	227	755	1,283	1,835
13	572	1144	1742	75	60	30	22	20	15	10	232	804	1,376	1,974
14	616	1232	1876	80	60	30	22	20	15	10	237	853	1,469	2,113
15	660	1320	2010	85	60	30	22	20	15	10	242	902	1,562	2,252
16	704	1408	2144	90	60	30	22	20	15	10	247	951	1,655	2,391
17	748	1496	2278	95	60	30	22	20	15	10	252	1,000	1,748	2,530
18	792	1584	2412	100	60	30	22	20	15	10	257	1,049	1,841	2,669

## Summer 2015

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	\$132	\$264	\$402	\$15	\$60	\$30	\$11	\$10	\$15	\$10	\$151	\$283	\$415	\$553
2	132	264	402	20	60	30	11	10	15	10	156	288	420	558
3	132	264	402	25	60	30	11	10	15	10	161	293	425	563
4	176	352	536	30	60	30	11	10	15	10	166	342	518	702
5	220	440	670	35	60	30	11	10	15	10	171	391	611	841
6	264	528	804	40	60	30	11	10	15	10	176	440	704	980
7	308	616	938	45	60	30	11	10	15	10	181	489	797	1,119
8	352	704	1072	50	60	30	11	10	15	10	186	538	890	1,258
9	396	792	1206	55	60	30	11	10	15	10	191	587	983	1,397
10	440	880	1340	60	60	30	11	10	15	10	196	636	1,076	1,536
11	484	968	1474	65	60	30	11	10	15	10	201	685	1,169	1,675
12	528	1056	1608	70	60	30	11	10	15	10	206	734	1,262	1,814
13	572	1144	1742	75	60	30	11	10	15	10	211	783	1,355	1,953
14	616	1232	1876	80	60	30	11	10	15	10	216	832	1,448	2,092

Tuition & Fees

### 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

### Tuition per/hour:

- In District: \$44
- Out of District: \$88
- Non-Resident: \$134
- Credit by Exam (per semester hour) \$44 /semester hr
- Diploma Fee (Non Refundable) \$35 (per degree)
- Installment Plan Fee \$30
- Diploma Replacement Fee \$45
- Late Fee for Graduation Applications \$10
- Nontraditional Education Fee \$50 /per semester hour
- Non Payment (after census date) \$50
- Technical Program Fee \$10 /per technical course
- Returned Check Fee \$30
- Late Registration Fee \$50
- ID Card Replacement Fee \$5
- Transcript Fee \$5 /transcript
- On-Line Course Fee \$35

\* Registration Fee - Non-Refundable  
Unless otherwise noted, all co-ops, internships and labs include a \$15 fee.

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

students 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. All crime statistics are published on the ACC web site, in the Parking Rules and Regulations brochure, and in the ACC Student Handbook.

### 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

Regular attendance in classes is expected. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence. Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend a required TSI course and participate could result in being dropped from all classes. Students unable to attend should contact their instructors as soon as possible concerning the absence.

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

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

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

### Classroom Conduct

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

### Behavior Intervention Team

The Behavior Intervention Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College BIT accept reports regarding any individual or incident at any time through an online referral form <http://www.alvincollege.edu/bit/form.html>, direct email at BIT@alvincollege.edu, or by contacting the Alvin Community College Police Department which provides a 24-hour telephone line 281-756-3700. Additional information regarding BIT is located on the college homepage at <http://www.alvincollege.edu/bit/default.htm>.

### Classroom Use - Electronic Devices

Alvin Community College establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom.

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

### Children in Class/Minors/Visitors

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

### Withdrawing from Class/College

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

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

- Email: [Withdraw@alvincollege.edu](mailto:Withdraw@alvincollege.edu)  
Email withdrawals are accepted only when sent from the official email address on file with the college. Email addresses may be verified and updated using WebACCess-Profile Information. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact [ssstockstill@alvincollege.edu](mailto:ssstockstill@alvincollege.edu) if a receipt is not received.
- Mail: Alvin Community College  
Enrollment Services Center  
3110 Mustang Road  
Alvin, TX 77511
- In Person: Enrollment Services Center – A100

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

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

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

- Email: fa@alvincollege.edu

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

- In Person: Enrollment Services Center - A100

### Active Military Withdrawal

Those called into active duty may see the Dean of Students 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 in the Enrollment Services Center after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W. Courses may not be dropped after the posted deadline.

### Six Drop Limit

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

### Grades for Repeated Courses

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

### Grading

#### Grade-Point Value

A	Excellent – Four grade points per semester hour
B	Good – Three grade points per semester hour
C	Average – Two grade points per semester hour
D	Poor – One grade point per semester hour
F	Failure – No grade points per semester hour
AU	Audit – Grade points not assigned
I	Incomplete – Grade points not assigned

An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester will automatically be changed to an F.

An I grade may be extended by the course instructor for one additional semester 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 system will convert the Incomplete grade to an F. Extension request forms are available from the ESC.

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, CTRR 2331 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 Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.

### 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.

### Grade Point Averages

Cumulative Grade Point Average is 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 Average** is 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. Semester GPA's are not rounded up.

**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.

**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.

### Grade Range

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

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

Exceptions to this grading system may exist and are published in the 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 - Enrollment Services Center
- Online - WebACCess at [www.alvincollege.edu](http://www.alvincollege.edu)

### Grade Challenge Petition

Students have one year from the date of the grade assignment to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor, the Division Chair, and the appropriate Dean. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal from the student must

be presented to the Division Chair. The instructor will be given a copy of the student's appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor's response should be forwarded to the Division Chair and appropriate Dean. The Division Chair will meet with the student to resolve the dispute. The Division Chair will forward the written results of the meeting with the student to the appropriate Dean. The Dean may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing. The decision of the Academic Affairs Committee is final.

### Code of Academic Integrity & Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures. The entire policy made be read in the Alvin Community College Student Handbook [http://www.alvincollege.edu/resources/pdfs/student\\_handbook.pdf](http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf)

### Student Grievance Procedure

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

### Academic Honors

#### Presidential Scholar

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

- completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,
- earned a minimum 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- 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, it contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

**Merit List**

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

**Phi Theta Kappa - Honor Society**

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

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

A letter of invitation is mailed to eligible students.

**Academic Probation/Suspension**

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of 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 curriculums will be subject to removal from the curriculum:

- Court Reporting
- Diagnostic Cardiovascular Sonography
- Neurodiagnostics
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Nursing
- Nursing - Transition
- Polysomnography
- Respiratory Care
- Vocational Nursing

**Student Demographic Information Changes**

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the application exactly as written. This information will remain unless a Student Data Change Request is submitted by the student to the Enrollment Services Center (ESC) in A-building or the student completes the online form on WebACCESS. The following changes, however, require verification and documentation to be submitted by the student at the ESC:

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.

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
4. An address change effecting state residency requires verification as determined by state legislation. Contact the ESC/Call Center at 281-756-3531 for more information.
5. A date of birth change requires verification in the form of a birth certificate or 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 Enrollment Services Center.

**Records Restriction**

A restriction is placed on a student's records for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses and financial aid or business obligation. The restriction may prohibit the student from future registration, releasing records (transcript) for any purpose and graduation. The Enrollment Services Center assists students in determining the office which placed the restriction. Students should contact the appropriate department (i.e., library, college police, etc.) to clear the obligation.

**Transcript Requests**

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

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

## Graduation

The College will award a degree or certificate when completed as determined by an evaluation of the student's declared program(s). The following requirements are specifically evaluated for completion:

1. All program course requirements have been completed by enrollment or course substitution.
2. A minimum of 18 college-level semester hours were earned in residence at ACC for an associate degree; 14 college-level semester hours were earned in residence at ACC for a certificate. Semester hours granted for non-traditional education do not apply toward residence hours.
3. A minimum 2.0 grade point average was earned in courses which apply to the student's degree or certificate.

Students are encouraged to submit an application for graduation for a degree or certificate when they have qualified for the award; however, students intending to participate in one of the May commencement ceremonies must submit an application for graduation. ACC reserves the right to post degrees and/or certificates for current and former students who have met graduation requirements but have not formally initiated the graduation process.

### Graduation Application Steps

#### Step 1. Program Evaluation:

Review program requirements with the Department Chair if pursuing an Associate in Applied Science Degree or Certificate, or with a Counselor/Advisor if pursuing an Associate in Arts, Associate in Arts in Teaching or an Associate in Science degree to ensure that all requirements are met or are in progress prior to submitting the application. The Department Chair or Counselor/Advisor will review and sign the graduation application. All course requirements, including course substitutions, must be completed by the semester's grade deadline. If, after submission of the application, program requirements are found not met, a new application and diploma fee (if applicable) will be required for the semester in which degree completion is met.

#### Step 2. Graduation Application:

There is no fee to apply for graduation. Students who satisfy all requirements for a degree or a certificate will be certified as graduates of Alvin Community College. The credential will be awarded and recorded on the student transcript.

- Submit the Graduation Application to the Enrollment Services Center (ESC) by the semester deadline established in the academic calendar.

#### Step 3. Diploma Fee:

Students who wish to participate in the annual commencement ceremony must pay a diploma fee. Students who do not wish to participate in the commencement ceremony may order a diploma by paying the designated fee and indicating their selection on the graduation application.

### Application

- By mail – Mail the application to Alvin Community College, 3110 Mustang Rd., Alvin, TX 77511. Make check payable to Alvin Community College.
- By Credi/Debit card - Call 281-756-3593.
- In-person - Submit the application and diploma fee (if applicable) to the ACC Cashier's window.

### Graduation Under a Particular Catalog

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

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

### Reverse Transfer Graduation

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.
- the application and fee have been received by deadline.

### 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 appropriate department chair, division chair and dean. Application for substitution may be initiated through the Enrollment Services Center or department chair.

### Graduation with Honors GPA

Associate Degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at graduation. The grade point average includes all credit hours completed in residence at ACC (excluding developmental courses and court reporting grades of R) and all grades for repeated courses.

Appropriate scholastic honors are recorded on the student's 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 the Commencement Ceremony. ACC conducts an annual commencement ceremony in May for students who graduated in the current spring, previous fall and previous summer terms. Students participating in the ceremony must purchase a cap and gown available from the ACC College Store.



## Distance Education

Taking distance education classes is an option for students who don't have time to attend classes, work irregular hours, or have other time commitments. ACC offers two different ways to take 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.

### Hybrid (HY)

Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of face-to-face 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?

<http://www.alvincollege.edu/onlineClassesandDegrees.aspx>

### Registering for Distance Education courses?

Students register just like any other class. It is best to register to ensure that the classes do not fill. Additional fees for Hybrid (HY) and Internet (IN) classes will be charged at the rate listed under Tuition and Fees.

## Receive a Degree Online

The Distance Education Department offers several degrees and certificates that can be earned completely online. Students may choose from the following:

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

Contact Admissions and Advising for further details.

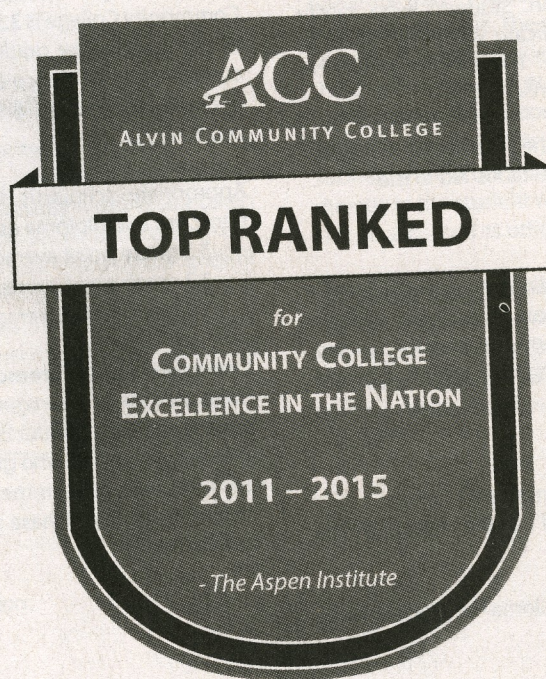
### MyBlackboard

All Internet and hybrid courses are conducted online using the MyBlackboard system. Students may log in to MyBlackboard from the following site <http://bb.alvincollege.edu> or by using the MyBlackboard link located on the right side of the ACC homepage.

### 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 who are registering for an online section of any course must register for ORNT 0100 first before registering for any 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 Enrollment Services Center and Advising Services 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 offered include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills training and enhancement. Consultation and referrals are kept confidential. Exceptions to confidentiality include if 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 those instances, the Texas state law requires that Licensed Professional Counselors notify the proper authorities.

## Drug and Alcohol Prevention Programming

The Dean of Students, Office of Student Activities, and Advising Services coordinate the campus Alcohol and Drug Prevention Program for Alvin Community College. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered and are available throughout the academic year.

Statistics for campus alcohol and drug violations may be found on the college homepage and are published in the Alvin Community College Student Handbook.

Additionally, because the college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's abilities to meet educational goals, the college offers a program of drug education/prevention for the benefit of students and faculty. The college counselors may make referrals to community agencies.

## Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

## Career Center Lab

The Career Center is located near the Learning Lab on the second floor of Building A, room 205. Career Services is available Monday through Thursday 8:00am – 3:30pm or by appointment by calling 281-756-3560 or 281-756-3534. Stop in for career planning, career testing and assistance with employment services-all at one location.

## The Career Planning Program

The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments (Myers-Briggs Type Indicator and the Strong Interest Inventory). These on-line tests can be completed at home. Once completed an individual career counseling session is required to go over the results. There is a fee of \$25.00 to cover the cost of the assessments. Call 281-756-3560 or stop by the Career Center in Building A, room 205 to find out more.

## Career Assessments

The Career Planning program includes two free on-line career assessments that are available through the Choices Planner. The Choices Planner includes an interest inventory (Interest Profiler) and a personality typing checklist (Myers-Briggs Checklist), descriptions of occupations, Texas labor market information and much more! Stop by the Career Center, A-205 or visit Career Services on college's website.

## Employment Services

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

## On-Campus Student Jobs and Resume Assistance

All on campus student jobs are posted on the Career Services bulletin board, A-205. Job postings for on campus Work Study and other Student Assistant positions can also be found at [www.alvincollege.edu](http://www.alvincollege.edu) - click on JobLink logo and see "Available." Students may receive individual help in resume writing from the Career Services office. A resume is required for all on and off campus jobs.

## Employers Services

Employers may access JobLink, a free job posting service/database at [www.alvincollege.edu](http://www.alvincollege.edu). Click the JobLink logo to read the Employers Guidelines and register. Registered employers may print resumes of applicants who have granted access. Other employer services include job fairs and career expos and on-

campus recruitment by appointment. All jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

### New Student Orientation Requirements

Advising Services coordinates New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. Orientation is required for all first time college students. Orientation must be completed during the first semester of attendance through either of the following formats:

- Web based program found on the college home page
- Attend New Student Orientation held throughout the year

### Honors Program

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

ARTS 1303	GEOL 1405
ARTS 1312	GOVT 2301
ARTS 2326	GOVT 2302
ARTS 2333	HIST 1301
ARTS 2346	HIST 1302
ARTS 2349	HIST 2301
ARTS 2356	HIST 2321
ARTS 2357	HIST 2322
ARTS 2348	HUMA 1301
ARTS 2377	HUMA 1302
ASTR 1403	MATH 1342
BIOL 1406	MATH 2412
BIOL 1407	MATH 2413
BIOL 2402	MATH 2414
BIOL 2420	MUSI 1306
CHEM 1412	PHYS 2301
DSAE 1303	PHYS 2426
DSAE 1340	PHIL 1301
DSAE 2335 – Advanced	PHIL 2306
DSAE 2404	PSGT 1400
DSAE 2437	PSYC 2301
DSVT 1300	PSYC 2314
DVST 2418	RNSG 1215
DVST 2461	RNSG 1441
Echocardiography	RNSG 1443
Vascular Technology	RNSG 1512
ECON 2301	RSPT 1331
ECON 2302	SCWK 1313
EDUC 1301	SOCI 1301
EDUC 2301	SPAN 2321
ENGL 1301	SPCH 1315
ENGL 1302	TECA 1303
ENGL (any 2000 level course)	TECA 135
GEOL 1401	
GEOL 1403	
GEOL 1404	

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

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 20% of high school class
- GPA of 3.0 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn Honors Program Graduate status, a student must complete a minimum of 12 semester hours of honors credit. For additional information contact Elizabeth McLane at 281-756-3742 or emclane@alvincollege.edu.

### DUAL CREDIT -

#### College Enrollment for High School Students

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

#### Steps to Enroll:

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

#### Dual Credit Standards for Participation:

1. Juniors and Seniors participating in the Dual Credit program, must meet TSI and/or pre-requisites for desired classes.
2. Students less than junior year standing are required to take all 3 sections of the college placement exam and meet TSI standards in Reading and Writing for participation in any course. Students wanting to take Foreign Language must meet the TSI Reading standard only.
3. Students enrolled in the Dual Credit program must maintain an ACC Cumulative 2.0GPA.
4. Students are restricted to six semester hours in the fall, 6 hours in the spring, and 14 in the combined summer terms. Students requesting enrollment in more than two courses in the fall or spring semester must have a 3.0 ACC Cumulative GPA or an 85 high school GPA.

#### 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 earn a high school diploma and an Associate Degree at the same time. The Dual Degree program is a rigorous course of study that requires extra time and dedication. Interested students should contact their high school counselor or ACC Dual Credit Advisor for more information. Information is available at [www.alvincollege.edu/dualcredit](http://www.alvincollege.edu/dualcredit) or by contacting the department at 281-756-3726 or emailing [dualcredit@alvincollege.edu](mailto:dualcredit@alvincollege.edu).

## Services for Students with Disabilities

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

More information and resources regarding transition, documentation, and services provided can be found on the ACC webpage under Office of Disability Services.

Information and assistance is available by calling 281-756-3533 (voice), 281-756-3845 (TTY) or e-mailing HYPERLINK "mailto:ODS@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 such as family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details, 281-756-3849.

## FINANCIAL AID

For detailed information go to [www.alvincollege.edu/financialaid/](http://www.alvincollege.edu/financialaid/). The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- complete the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
- complete all requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- choose a major (degree or certificate);
- complete the college's application for financial aid

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be made 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 - Financial Aid Forms. All information remains confidential.

The Financial Aid Office will determine if a student's academic progress has preserved his eligibility for financial assistance. Financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

All tuition and fees must be paid in full before a student may attend classes. If a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Students needing financial assistance should apply to the Financial Aid Office early in order to satisfy deadlines.

### Priority Deadlines

Applications for financial aid including supplemental forms and any additional documentation should be submitted before the priority deadline. The Financial Aid Office will continue to process applications after the deadline, but funds may not be available before the start of the school term.

Fall - April 1      Spring - October 1      Summer - March 1

### Financial Aid for Mini Semesters

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

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

## Federal Assistance Programs

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

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

### Federal Work-Study Program:

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

### Loans:

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

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

### 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 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 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 student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.
4. If student fails to earn a passing grade in all classes.

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 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

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC and transfer hours) and degree/certificate programs attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Students are not eligible to receive aid if only enrolled in developmental/remedial coursework.

- Financial Aid funds one repeat of a previously passed course.
- Students may 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.
- Students who drop or withdraw from courses may have to repay financial aid. Students should contact the Financial Aid Office before dropping a class or withdrawing from the college.

#### 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 my completion rate. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam (S), and in-progress classes (IP). Grades of W, I, R, S, 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.

#### Failure to Meet the Completion Rate or Minimum GPA Financial Aid Warning (formerly probation):

- Students will be placed on Financial Aid Warning status if an overall 67% completion rate and a 2.0 cumulative GPA is not maintained.
- Students will be notified via email of the Financial Aid Warning status.
- Students will be eligible to receive financial aid for one additional semester while on Financial Aid Warning status.
- Students who do not meet the 67% overall completion rate and 2.0 cumulative GPA requirements by the end of the semester in which they were placed on Financial Aid Warning will be placed on Financial Aid Probation.

#### Financial Aid Probation (formerly suspension):

- 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 in which Financial Aid Warning status occurred.
- 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 financial aid eligibility. Only students with documentable and extenuating circumstances (Example: death or illness of a loved one) will be considered for an appeal. Appeals submitted without documentation will not be considered.
- All appeals must include a thorough explanation of the circumstances with documentation; also include an explanation of any circumstances that have changed which allow students 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 facilitate completion of the degree/certificate while meeting all Satisfactory Academic Progress Requirements. A copy of the academic plan must be submitted with the appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses taken, and require enrollment in specific courses.

- The appeal will be reviewed by the ACC Appeal Committee. Students will be notified via email of the decision. The decision of the Appeal Committee is final.

#### Reinstatement of Financial Aid Eligibility:

- If an appeal is denied, students must pay from personal resources until Satisfactory Academic Progress Requirements are met.

#### Degree/Certificate Plan

- Students must have a declared a program (degree or certificate) to receive financial aid.
- Students are restricted to one active degree and corresponding certificate program at a time.
- Students must enroll in classes that are required for the active degree/certificate program.
- Financial aid may be reduced or cancelled if students enroll in classes that are not required by the active degree/certificate program.
- Students are allowed one degree or certificate program change while attending ACC. All degree/certificate program changes will be counted, regardless of whether or not financial aid was received.
- All attempted and completed hours from ACC and previous schools will be applied to the degree/certificate program. This includes all letter grades (A, B, C, D, and F), withdrawals (W), and (I) incompletes.

### 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.

#### Hazlewood Act:

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

- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
- Receipt of an honorable or under honorable conditions discharge
- Served at least 180 days of active duty (excluding basic training time)
- Resident of Texas for a minimum of 12 months prior to college registration
- Not in default for any educational student loan

- Submit a statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.

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

#### Application Deadline:

New applicants - First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term.

Previous Recipients - Students who have used their Hazlewood benefits previously at ACC may apply through late registration.

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

#### Tuition Exemptions

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

Listed below are the exemption programs available to Texas residents. Satisfactory progress requirements may apply to certain exemptions and waivers. Contact the Alvin Community College Business Office for information.

- Adopted Students Formerly in Foster or Other Residential Care
- Blind/Deaf Student Exemption Program
- Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions
- Combat Exemption for Children of Military Service Members
- Exemption for Highest Ranking High School Graduate
- Exemption for Peace Officers Disabled in the Line of Duty
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Exemption for the Surviving Spouse and Minor Children of Certain Deceased Public Servants (Employees)
- Exemption of Out-of-District Fees for Certain Students Living Outside a Public Community/Junior College's Taxing District
- Exemption Program for Children of Professional Nursing Program Faculty and Staff
- Exemption Program for Clinical Preceptors and Their Children
- Hazlewood Exemption (for Texas Veterans)
- Military: Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs)
- Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard
- Military: Texas National Guard Tuition Assistance Program
- Senior Citizen, 65 or Older, Free Tuition for Auditing Classes

## 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/Early Childhood
- 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 Development
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

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

## Veterans Administration Benefits

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

### Standards of Academic Progress for Students Receiving VA Benefits

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

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

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

**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 of at least ½ time status, achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

## Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Tutoring for writing assignments is offered and additional tutoring is offered in areas such as English, Reading, History, Geography, Government, Economics, Physics, Chemistry and Biology (Anatomy & Physiology). Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab provides assistance with study skills and serves as a testing facility with extended hours to facilitate ACC professors and students.

## Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has 42 periodical subscriptions, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Six (6) study rooms are available for individual and group study as well as viewing course dvd's. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers. Contact the Library for more information.

Texshare, a statewide system allows reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 78 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition, the college provides access to JSTOR. We are adding several thousand electronic books through Ebrary. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.