Emergency Contact Information
Life Threatening - 911
Non-Life Threatening - ACC Campus Police - 281-756-3700

Campus Closing Information
RAVE - Emergency Notification System
If severe weather or emergency situations require the college to discontinue classes, students will be notified through local television and radio stations, KACC 89.7, the ACC website at www.alvincollege.edu, and through the RAVE Emergency Notification System. RAVE is a critical information system which uses student contact information obtained from the admissions application. Contact information may be updated online using WebACCCess or in the Admissions Office, A-100.

Emergency notifications will be sent via text, phone and/or email. Students are responsible for keeping the college informed of current contact information.

Public Information Statement
Alvin Community College is an equal opportunity institution and does not discriminate on the basis of race, religion, color, gender, disability, age, national origin, or veteran status. Alvin Community College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its programs. Although this student handbook was prepared on the basis of the best information available at the time of publication, all information included herein is subject to change without notice or obligation.
Dear Student,

On behalf of the faculty and staff, I welcome you to Alvin Community College. ACC provides many advantages to students who are either looking for a career or plan to continue their education at a college or university. We appreciate the support and trust you have in ACC to further your education. In order to make sure that your time here is a success, we encourage you to review the information provided so you are aware of the benefits and policies at ACC.

ACC is a vibrant institution with strong support from the community. Our talented and dedicated faculty and staff are here to serve you and facilitate your success.

Whether you recently finished high school or you are returning to college to improve your job skills, you will find everything you need to achieve your goals. Congratulations. We’re glad you are here.

Fins Up!

Dr. Christal M. Albrecht
President

---

Welcome Students,

On behalf of Alvin Community College, I would like to welcome and congratulate you on taking the next steps to ensuring your future success. We know you have a choice when determining which college to attend and are proud you chose ACC. We look forward to providing you with the needed resources and support giving you every opportunity to succeed.

At ACC, you will discover a quality education with highly skilled faculty and dedicated personnel committed to providing you with the best educational experience. Our goal is to ensure you leave ACC well prepared with the confidence to be an innovative leader in your career or to continue to advance and reach the next level of your academic goals. We are reviewing ways to improve our processes and policies and value your input. We strongly encourage you to share your suggestions and ideas for ways we can better support you and to enhance your ACC experience.

Again, congratulations and should you have any questions or concerns, do not hesitate to reach out to any ACC faculty or staff member for further guidance.

Sincerely,

Marilyn Dement
Vice President of Student Services
## Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

<table>
<thead>
<tr>
<th>Administrative Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>President.................. 281-756-3598</td>
</tr>
<tr>
<td>Assistant to the President / Executive Director of Development 281-756-3600</td>
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<table>
<thead>
<tr>
<th>Vice Presidents</th>
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<tbody>
<tr>
<td>Vice President of Administrative Services ............ 281-756-3594</td>
</tr>
<tr>
<td>Vice President of Instruction ............ 281-756-3601</td>
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<td>Vice President of Student Services ............ 281-756-3517</td>
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<th>Deans</th>
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<tr>
<td>Dean of Arts and Sciences ............. 281-756-3718</td>
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<tr>
<td>Dean of General Education and Academic Support .......... 281-756-3723</td>
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<tr>
<td>Executive Director/Dean, Continuing Education &amp; Workforce Development ............ 281-756-3789</td>
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<td>Dean of Legal and Health Sciences ............ 281-756-5601</td>
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<td>Dean of Professional, Technical and Human Performance ............ 281-756-3631</td>
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<td>Admissions Office ............ 281-756-3531</td>
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<td>Advising Services ............ 281-756-3531</td>
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<td>Articulated Credit ............ 281-756-3846</td>
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<td>Athletics .................. 281-756-3767</td>
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<td>Bookstore (<a href="http://www.alvinstore.com">http://www.alvinstore.com</a>) ............ 281-756-3681</td>
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<td>Business Office/Cashier .......... 281-756-3593</td>
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<td>Café .................. 281-756-3679</td>
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<td>Career Planning &amp; Placement ............ 281-756-3560</td>
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<td>Child Development Laboratory School ............ 281-756-3644</td>
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<td>Counseling Services ............ 281-756-3531</td>
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<td>Disability Services (<a href="mailto:ods@alvincollege.edu">ods@alvincollege.edu</a>) ............ 281-756-3533</td>
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<td>Distance Education (<a href="mailto:ode@alvincollege.edu">ode@alvincollege.edu</a>) ............ 281-756-3728</td>
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<td>Dual Credit ............ 281-756-3726</td>
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<td>Financial Aid (<a href="mailto:fs@alvincollege.edu">fs@alvincollege.edu</a>) ............ 281-756-3524</td>
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<td>Fiscal Affairs/Comptroller ............ 281-756-3509</td>
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<td>Fitness Center ............ 281-756-3691</td>
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<td>Graduation ............ 281-756-3506</td>
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<td>Hazlewood ............ 281-756-3504</td>
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<td>Honors Program ............ 281-756-3742</td>
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<td>Human Resources ............ 281-756-3639</td>
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<td>Information Technology (<a href="mailto:helpdesk@alvincollege.edu">helpdesk@alvincollege.edu</a>) ............ 281-756-3544</td>
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<td>Institutional Effectiveness/Research ............ 281-756-3663</td>
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<td>International Students ............ 281-756-3531</td>
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<td>KACC Radio-TV 281-756-3766 KACC Request Line 281-756-3897</td>
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<td>Learning Lab/Tutoring ............ 281-756-3556</td>
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<td>Library ............ 281-756-3559</td>
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<td>Marketing ............ 281-756-3569</td>
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<td>Media Center ............ 281-756-3567</td>
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<td>Police (Campus) ............ 281-756-3700</td>
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<td>Public Relations Office ............ 281-756-3600</td>
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<td>Registrar ............ 281-756-3501</td>
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<td>Retention &amp; Student Success ............ 281-756-3553</td>
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<td>Student Activities Office ............ 281-756-3886</td>
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<td>Student Employment ............ 281-756-3560</td>
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<td>TDCJ ............ 281-756-3568</td>
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<td>Technical Programs ............ 281-756-5601 or 5631</td>
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<tr>
<td>Testing (Assessment) ............ 281-756-3526</td>
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<td>Theater Box Office ............ 281-756-3609</td>
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<td>Chemistry ............ 281-756-5674</td>
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<td>Child Development &amp; Education ............ 281-756-3644</td>
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<td>Computer Information Technology/Networking ............ 281-756-3822</td>
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<td>Court Reporting ............ 281-756-3757</td>
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<td>Criminal Justice/Police Academy ............ 281-756-3951</td>
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<td>Culinary Arts ............ 281-756-3949</td>
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<td>Diagnostic Cardiovascular Sonography ............ 281-756-5650</td>
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<td>Emergency Medical Technology ............ 281-756-5640</td>
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<td>Government and Economics ............ 281-756-3742</td>
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<td>Polysomnography - Sleep Medicine ............ 281-756-5655</td>
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<td>Process Technology ............ 281-756-3785</td>
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<td>Psychology and Sociology ............ 281-756-3733</td>
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<td>Respiratory Care ............ 281-756-5661</td>
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<td>ROTC-Air Force Science ............ UH 713-743-3703</td>
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<tr>
<td>Social Sciences ............ 281-756-5680</td>
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<tr>
<td>Speech ............ 281-756-3612</td>
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<td>Sports &amp; Human Performance ............ 281-756-3692</td>
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| Continuing Education and Workforce Development ............ 281-756-3787 |
| ABE/GED ............ 281-756-3995 |
| Health and Medical (Activity Director, CPR, CNA, CMA, Dental, Massage, Medication Aide, NCRT, Phlebotomy & Veterinary Assistant) ............ 281-756-3787 |
| Industrial Training (CNC Mach./CDL/Welding/Pipefitting) ............ 281-756-3787 |
| Information Technology ............ 281-756-3904 |
| Safety Education (License to Carry & Motorcycle Safety) ............ 281-756-3787 |
| Community/Special Interest Programs ............ 281-756-3787 |
Alvin Community College E-Mail Directory

Accounting
MGMT@alvincollege.edu

Arts
arts@alvincollege.edu
Visualarts@alvincollege.edu

Child Development
ChildDevelop@alvincollege.edu
Education@alvincollege.edu

Court Reporting
courtreporting@alvincollege.edu

Culinary
chef@alvincollege.edu

Drama
drama@alvincollege.edu

EMT
tml@alvincollege.edu

English
ENGL@alvincollege.edu

Foreign Languages
Foreignlanguages@alvincollege.edu

Government/Economics
government@alvincollege.edu
economics@alvincollege.edu

History
history@alvincollege.edu
Honors
honors@alvincollege.edu

Humanities
HUMA@alvincollege.edu

Industrial Design Technology
IDT@alvincollege.edu
Drafting@alvincollege.edu
Draftingtech@alvincollege.edu

Learning Lab
LearningLab@alvincollege.edu
LLabInst@alvincollege.edu
LLabOnlineExams@alvincollege.edu

Math
math@alvincollege.edu

Music
music@alvincollege.edu

Neurodiagnostics
ENDT@alvincollege.edu
NDT@alvincollege.edu

Nursing
nursing@alvincollege.edu
vnursing@alvincollege.edu

Office Administration/Computer Information Technology
OfficeAdmin@alvincollege.edu
ComputerInfoTech@alvincollege.edu
ComputerNetworking@alvincollege.edu

Paralegal
paralegal@alvincollege.edu
Legalassistant@alvincollege.edu

Pharmacy Tech
Pharmacytech@alvincollege.edu

Police Academy
Law@alvincollege.edu

Polysomnography
polysom@alvincollege.edu
Sleepstudy@alvincollege.edu

Process Technology
ProcessTech@alvincollege.edu

Psychology/Sociology
psychology@alvincollege.edu
sociology@alvincollege.edu

Radio/TV
RadioTV@alvincollege.edu

Respiratory Care
respiratorycare@alvincollege.edu

Sciences
astronomy@alvincollege.edu
chemistry@alvincollege.edu
geology@alvincollege.edu
physics@alvincollege.edu
biology@alvincollege.edu
horticulture@alvincollege.edu

Sonography
Sonography@alvincollege.edu

Speech
speech@alvincollege.edu

Sports & Human Performance
PHED@alvincollege.edu

Substance Abuse Counseling
mentalhealth@alvincollege.edu
humanservices@alvincollege.edu

TDCJ
tdciprograms@alvincollege.edu
ADMISSIONS AND ADVISING

Equal Educational Opportunity

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

Admissions

To apply to ACC, go to Application for Admission or visit the Admissions Office in the A building.

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

WebACCess

WebACCess is ACC’s online one-stop for registration, financial aid information, transcripts, fee statements, grades, academic planning and more. From WebACCess students can check financial aid status, order official transcripts and print unofficial transcripts, run program evaluations to see what classes are needed to complete degree, register for classes, print class schedule, and check final semester grades.

Admissions Office and Advising Services hours of operation are:

- Mondays-Tuesdays 8:00 a.m.-7:00 p.m.
- Wednesday-Thursday 8:00 a.m.-5:00 p.m.
- Friday 9:00 a.m.-5:00 p.m.

Summer hours are:

- Mondays-Tuesdays 8:00 a.m.-7:00 p.m.
- Wednesday-Thursday 8:00 a.m.-5:00 p.m.
- Friday Closed

Admission Categories

Alvin Community College is an open admission institution. Students may be admitted through the following categories:

- **High School Graduate** - A student is accepted as a high school graduate when they report on the admissions application that they graduated from a public, state-recognized high school, a private regionally accredited high school or Texas Private School Accreditation Commission (TEPSAC) recognized high school or a home school where the instruction was supervised and/or administered by the parent.
- **GED** - General Equivalency Diploma: A student is admitted as a GED graduate when they report on the admissions application that they completed the General Equivalency Diploma in Texas or another state.
- **Former ACC Student** - Returning ACC students (or students who have not attended for at least one academic year - fall, spring, summer) are required to submit a new admission application and transcript(s) from college(s) since attending ACC.
- **College Transfer Student** – A transfer student is one who has previously attended a regionally accredited public or private institution of higher education prior to attending at Alvin CC. ACC requires transcripts from all previous colleges as well as TSI status.
- **Dual Credit** – A student is accepted for the dual credit program when Texas Success Initiative standards have been met or the student qualifies for an exemption. Students must also meet ACC admission requirements and have approval from high school and college dual credit representatives.
- **International Student** – Non U.S. citizens may be admitted as international students. Students are required to make an appointment with the advisor for international students.
- **Special Admissions** – Students who do not qualify for admission under other categories may be admitted by individual approval. Students in this category may not qualify for federal financial aid.

Testing (Assessment) Center (A144)

Although testing is not an admission requirement, it may be required for registration. TSI scores are used to place students in appropriate courses. Students must have official TSI Assessment scores or documentation for an approved exception prior to registration. See list of exceptions at http://www.alvincollege.edu/Enrollment-Services-Center/Testing/Test-Exemptions or email testing@alvincollege.edu.

TSI test registration is available at https://app.alvincollege.edu/testing. Students who have a disability and need accommodations should contact Disability Services at ods@alvincollege.edu or 281-756-3533 prior to testing.
The Center also administers HESI exams and National League of Nursing (NLN) exams (A&P and microbiology) for Allied Health programs, correspondence tests for other institutions, High School equivalency exams and CLEP exams. CLEP (College Level Examination Program) exams allow students to be given non-traditional credit for college level courses. Registration for CLEP exams is located at https://clep.collegeboard.org/started.

The Testing Center also provides out-of-class testing for ACC students for online courses and make-up exams. These exams are given at an instructor’s discretion and information regarding this process should be available as part of the course syllabus.

**Testing Center hours of operation are:**
- Monday - Thursday 8:00 a.m. – 8:00 p.m.
- Friday 8:00 a.m. – 5:00 p.m.

Email: testing@alvincollege.edu
Phone: 281-756-3526

Students must have a state issued photo ID for testing or an ACC ID if a current ACC student.

**Advising Services**
Students are encouraged to maintain contact with college counselors and advisors throughout their enrollment at ACC. Academic advising services include:

- Assistance in selecting a program of study
- Explanation and interpretation of TSI status and placement scores
- Assistance with registration/course selection
- Transfer information
- Orientation to college services and resources
- Assistance with career planning/study skills
- Short-term personal counseling
- Veteran's benefits
- Services for students with disabilities
- International student advising
- Dual Credit and Dual Degree advising

**PSYC 1300 – Learning Frameworks 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.

PSYC 1300 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.

**NEW STUDENT ORIENTATION**

**New Student Orientation Requirement - NSO**
Advising Services and the Office of Student Activities coordinates New Student Orientation. Students who are attending college for the first time and dual credit students continuing their studies at ACC are required to complete the NSO. Those who are new to ACC will also benefit from the information presented in this program. Orientation must be completed during the first semester of attendance using one of the following formats:

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

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

Tuition
Tuition and fees are based on the student’s residence status and the number of hours taken. Tuition and fees are subject to change without notice by action of the Alvin Community College Board of Regents or state of Texas.

Tuition Refund
See current class schedule for this information.

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

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

A late fee will be assessed after each missed payment. 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.

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

Excessive 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.

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 www.collegeforalltexans.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 regarding these programs.

- 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

Tuition Tax Credit
The Tax Relief Act of 1997 allows eligible students to receive a tax credit. Students must be enrolled for at least six credit hours in a degree or certificate program. For more information go to http://www.alvincollege.edu/Student-Information/1098Ts.
Tuition Paid by Third Party
If tuition is being paid for by a third party (employer reimbursement, DARS, WIA, Texas Tomorrow Fund, Early Graduation, etc.) submit documentation to the business office prior to payment deadline.

Workforce Investment Act of 1998
The Houston-Galveston Area Council, through the Workforce Solutions 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 Workforce Solutions office or see an ACC advisor.

Frequently Asked Questions
1. What forms of payment are accepted in the online payment plan?
   Visa       MasterCard       Discover       American Express
   Debit Card with Visa or MasterCard logo or E-check

2. Can my parents or employer make payments for me?
   You have the ability to assign limited access to authorized users. To set this up you click on the “Authorized Users” tab and choose the information you want them to be able to access. Once their information has been added, they will have a user ID and password. They will only have access to the information you grant them.

3. How can I sign up if I don't have access to a computer?
   ACC has computer areas with Internet access available for students. The Cyber Lab is located in Building A, and the Library is located on the second floor of Building A. Other labs are available throughout the campus.

4. What is the fee for setting up the online payment plan?
   $30 - nonrefundable

5. Can I sign up for a payment plan if I owe a balance from a previous semester?
   No. All previous charges and debts must be paid before a new plan can be initiated.

6. How do I access the payment plan?
   Click https://epay.alvincollege.edu/C20358_tsa/web/login.jsp.

7. What are monthly automatic payments for?
   When signing up for the payment plan, you agree to have the funds automatically debited from the accounts you choose on the assigned due dates. This is not an option.

8. What happens if my scheduled monthly payment doesn't go through/process?
   Please be aware you will incur an insufficient fee charge along with the tuition that was due. For specific questions in regards to this issue, please call the Business Office at 281-756-3515.

9. What if my student account is on hold?
   If your student account is on hold, log in to WebACCess to identify the reason for the hold. After the hold is cleared, you should be able to make a payment.

FINANCING EDUCATION

ACC’s Financial Aid Center is located in A155
Applications are accepted throughout the year; however, some funds are limited and awarded on first-come-first-serve basis. Apply early for best opportunities.

FAFSA (Free Application for Federal Student Aid Options) Application Process

Online/Web FAFSA - https://fafsa.ed.gov/ Once completed, make copy and bring to the financial aid center in A155. There are financial aid counselors available in the center to assist students through the application process.

Visit ACC’s Financial Aid page for the most current information about financial aid.
   ● Grants are based on financial need and do not have to be repaid (see the Office of Financial Aid regarding withdrawals and return of financial aid funds).
• Scholarships are based on criteria, which may include academic merit and/or financial need, and do not have to be repaid. Separate applications may be required. Check the ACC website for current information.
• College Work Study (student employment) allows students to earn money by working part-time, usually on campus.
• Loans are available at a low-interest rate through private lenders, backed by the federal government. Repayment begins after the student graduates or drops to less than half-time enrollment.
• Parent loans are available for parents of dependent students based on credit approval.

Other Important Information:
• Students who have attempted hours beyond 150% of their degree will have exceeded the maximum allowed and may be ineligible for further aid at ACC.
• Students with a bachelor’s degree are ineligible to receive a Pell grant.
• Students must have a GED certificate or high school diploma to qualify for financial aid.
• If a student’s financial aid has not yet been approved, the student must make arrangements to pay from personal funds. The student may be reimbursed after financial aid award has been processed.
• Students chosen for verification by the Department of Education may be required to submit additional documentation. Submit your documentation as soon as possible to avoid delay of your award.
• Financial aid applicants will be notified of their eligibility status through email.
• Check aid/award status prior to the payment deadline.

Withdrawals – Students Receiving Financial Aid (Pell Grants and Loans)
Financial Aid – Academic Progress Rules will apply to all withdrawals. These standards apply to students currently receiving aid and those who may apply for aid in the future. If you receive aid and withdraw during the first 60% of the term, federal law requires you to repay part of the monies awarded. Total withdrawals may jeopardize financial aid eligibility.

How to Withdraw (Drop)
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.

Financial Aid Eligibility – Individual Approval Admission
Students who gain admission to Alvin Community College under Individual Approval status 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.

Other Types of State Financial Aid
A comprehensive listing of state financial aid is located at http://www.collegeforalltexas.com/. This website provides information on many sources of financial help for students such as tuition exemptions and waivers.

$1000 REBATE
Senate Bill 1907 provides a $1,000 tuition rebate to students who complete their first baccalaureate degree while attempting no more than three credits beyond what is required for the degree.
COURSE WITHDRAWAL (Drop) INFORMATION

Developmental Course Withdrawal – TSI Rules – Students who are required to enroll in a developmental course are required to remain enrolled in the developmental course. Course withdrawal (unless totally withdrawing from the college) is not allowed.

Total Withdrawals – A withdrawal is considered TOTAL when no courses remain on the student’s schedule. Total withdrawals will count against financial aid eligibility and could result in a complete suspension of future aid and possible repayment of money received for the withdrawal term.

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.

Students who feel they have good cause for an exception should discuss their reasons with a counselor or advisor. 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 are not allowed. Drops included in the limit will be recorded on the student transcript. Exceptions may be granted by the vice president of student services due to extenuating circumstances. See an ACC advisor for more information.

Exceptions may be made for the following situations:

- A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course.
- The student’s responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student’s ability to satisfactorily complete a course.
- The death of a person who is considered to be a member of the student’s family.
- The death of a person who has a sufficiently close relationship to the student.
- The student’s active duty military service.
- The active military service of a member of a student’s family or a person who has a sufficiently close relationship to the student.
- The change of the student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete a course.

Active Military Withdrawal – Any student who is called into active military service may request through the vice president of student services one of the following:

- Refund of the tuition and fees paid for the semester of the withdrawal.
- Receive an incomplete grade with designation “withdrawn military” on transcript.
- May receive a final grade or credit if a substantial amount of work completed.
- No penalty will be assessed to students receiving financial aid.

Withdrawal Procedure

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

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

- Online: [http://form.jotformpro.com/form/50835004997966](http://form.jotformpro.com/form/50835004997966)

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

- In Person: Admissions Office – A100

*Students receiving financial aid, should review procedures under Financing Education.

ALTERNATE METHODS OF INSTRUCTION

Distance Education (Blackboard)

Distance education is an option for students who work irregular hours, or have other time commitments. ACC offers two ways to take a distance education class - 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.

### Online Degrees

The Distance Education Department offers several degrees and certificates that can be earned completely online. 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 Degree (A.A.S.)
- Management Certificate

**ORNT 0100 Online Readiness Requirement**

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

The online readiness course, ORNT 0100, is a required course offered at no charge to students who enroll in an online course for the first time at Alvin Community College. It provides important information about the unique requirements of the online course environment. The average completion time for this course is one hour.

**How to register for Distance Education courses.**

Register just like any other class. It is best to register early to ensure that the classes do not fill up. Additional fees for Hybrid (HY) and Internet (IN) classes will be charged at the rate listed under tuition and fees of the current class schedule.

**MyBlackboard**

Internet and Hybrid courses are conducted online using the MyBlackboard system. Log in to MyBlackboard - [http://bb.alvincollege.edu](http://bb.alvincollege.edu) or use the MyBlackboard link located on the ACC homepage.

**What is Blackboard Mobile Learn App?**

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

**How to Begin an Online Class**

**Check Computer**

Click on the “Check Browser” link located on the login screen before logging in for the first time. This will ensure that the home computer is configured to work with MyBlackboard.

**Log in Information**

- Username = WebAccess Username
- Password = WebAccess Username

**Check Email**

Check email regularly for important updates or reminders from the Distance Education Department.

**Log into MyBlackboard on the First Day of Class**

Online classes can be accessed through MyBlackboard - [http://bb.alvincollege.edu](http://bb.alvincollege.edu).

**Support for Distance Education Students**

Use the [Blackboard Support Ticket](http://bb.alvincollege.edu) link.
COURSE LOAD

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 16 semester hours shall require approval by the vice president of instruction or designee. The maximum course load shall be no more than 21 semester hours.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president of instruction or designee. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

GRADES, TRANSCRIPTS AND ACADEMIC INFORMATION

Grades and Grade Point Average (GPA)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4.00 per semester hour</td>
<td></td>
</tr>
<tr>
<td>B Good</td>
<td>3.00 per semester hour</td>
<td></td>
</tr>
<tr>
<td>C Average</td>
<td>2.00 per semester hour</td>
<td></td>
</tr>
<tr>
<td>D Poor</td>
<td>1.00 per semester hour</td>
<td></td>
</tr>
<tr>
<td>F Failure</td>
<td>No grade points per semester hour</td>
<td></td>
</tr>
</tbody>
</table>

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=12 grade points. [Click here for a GPA calculator](#).

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

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

Incomplete Grade

The “I” grade is reserved for students whose course work was incomplete due to a justifiable emergency or serious illness and that minimal work will complete course requirements. All course work must be completed by the end of the following semester. Outstanding “I" grades will automatically convert to F at the end of the extended term.

Students should not re-enroll for a course in which a grade of “I" remains. It is the responsibility of the student to contact the course instructor to obtain permission for an incomplete and to determine the remaining requirements. The instructor and student will complete a “Course Completion Contract” made available by the instructor. The Registrar’s Office will send a copy of the converted grade to the student’s email address upon completion of the course requirements.

Academic Probation

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. For more information, see the college catalog.

Grade Reporting

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

- In-person request of a transcript - Admissions Office
- Online - [WebACCESS](#)
Transcript Requests
Students may request transcripts through WebACCess, in person at the Admissions Office or by mail. There is a small processing fee for each transcript requested. 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 financial 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, DEGREE COMPLETION AND COMMENCEMENT

Students must submit a graduation application by the published deadline in the semester’s schedule.
1. All program course requirements have been completed by enrollment or approved course substitution.
2. A minimum of 15 college-level semester hours were earned in residence for an associate degree; 11 college-level semester hours were earned in residence for a certificate. Semester hours granted for non-traditional education do not apply toward residence hours.
3. A minimum 2.0 grade point average was earned in courses which apply to the degree or certificate.
4. TSI requirements were met, if pursuing an obliged degree/ certificate.

Earning Additional Associate Degrees
A student who has received an associate degree from ACC or any other regionally-accredited institution of higher education may obtain an additional associate degree in another area. However, students should meet with an academic advisor before initiating the pursuit of another associate degree.
This provision is subject to the following stipulations:
1. For each additional associate degree, a minimum of 15 semester credit hours must be completed at ACC. These credit hours may not repeat credit applied to a previous degree and must apply to the additional degree.
2. All courses required by any specific program must be completed.

Commencement Ceremony
Graduates are encouraged to participate in commencement ceremonies. ACC conducts a commencement ceremony in December for summer and fall graduates and in *May for spring graduates. More information about the ceremonies will be emailed to students several weeks before the scheduled date and will be available on the college website as well. Students participating in the ceremony may purchase a cap and gown and other graduation items from the College Bookstore.

*If a student applies for May graduation and needs one or more courses to complete the degree requirements, the student must be registered for the outstanding courses for the current summer semester(s) before participating in May commencement.

Graduation with Honors
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. Honors GPA's are not rounded up.

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

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

HONORS AND AWARDS

Awards Day
Awards Day is held at the conclusion of each spring semester. Scholarships and academic honors are awarded and campus leaders are recognized.
Dean’s List
Through the Dean’s List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, the list contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

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. For additional information use the quick link to the Honors Program on the ACC Homepage, or contact Elizabeth McLane, Honors Committee Chairman at 281-756-3742 or emclane@alvincollege.edu.

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

Phi Theta Kappa - Honor Society
Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. Membership is limited to students who meet the following requirements, and a letter or email of invitation is provided to eligible students.

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

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,
- Have no grade below a B on any course taken at ACC,
- Completed at least 12 college-level semester hours taken at ACC during the previous calendar year, and
- Have no record or pending charges of disciplinary action or academic dishonesty.

ATTENDANCE

Attendance
ACC is an attendance-taking institution. Students may not attend classes without completing registration, including payment of tuition and fees.

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

Developmental Education Attendance Requirement
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.
Children in Class/Unattended Minors
The College promotes an educational environment that optimizes learning for all enrolled students. Infants and minor children are not allowed in the classroom, laboratories, or other facilities of the college. Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted on campus. Only officially enrolled students may attend classes.

Denial/Suspension/Revocation of Admission/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. See the discipline section of the student handbook.

Religious Holy Days
Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code, §51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be completed. Any disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the vice president of instruction. The student and instructor shall abide by the decision of the vice president of instruction.

INSTRUCTIONAL RESOURCES FOR STUDENTS

Learning Lab/Tutoring
The Learning Lab is located on the second floor of building A, and the purpose is to provide academic assistance for students in a relaxed, informal environment. Services offered include:
- Tutoring in areas such as English, reading, history, geography, government, economics, physics, chemistry and biology (anatomy & physiology), math and writing skills
- Lab services to better prepare students for their chosen programs
- Individual tutoring and computer usage and printing including internet service
- Assistance with study skills

Campus Computer Labs
Campus computer labs are available for use by ACC students. Labs are available on a first-come-first-serve basis and are open for use to anyone with a valid ACC student ID. ACC also has wireless Internet connectivity throughout the campus, and the ACC Wi-Fi password is ACCWIFI.

For more information, locations and hours:
- [http://www.alvincollege.edu/Resources/Computer-Labs-Resources](http://www.alvincollege.edu/Resources/Computer-Labs-Resources)
- Email: helpdesk@alvincollege.edu
- 281-756-3983

Computer Lab Use Policies
Unauthorized access or use of college computers is prohibited. A student is in violation of this policy if:
1. The student attempts to gain unauthorized access onto any college computer by direct or telecommunication connection;
2. The student gains access to data stored on or maintained in the college’s computers;
3. The student intentionally gives a password, user id, or other confidential information about any college computer system to another person without the consent of an instructor or college official;
4. The student intentionally or knowingly violates local regulations posted or established for computer use;
5. The student modifies computer hardware and/or computer software on any college computer system without authorization from an instructor or appropriate college official;
6. The student physically abuses any college computer peripheral device.
7. The student uses computing facilities for any project that promotes or involves prejudice based on race, creed, color, age, national origin, sexual orientation, gender or physical or mental disability.
8. The student utilizes the Internet and/or college equipment for unauthorized commercial gain or profit.
9. The student utilizes or views websites containing violent, hateful and sexually explicit material that are deemed offensive.

Misuse of unauthorized use of college computers can result in:
1. Disciplinary action by the college (see Discipline section in handbook);
2. Criminal charges of a Class A or B misdemeanor under Chapter 33, Section I of the Texas Penal Code of the State of Texas.

Individuals who are not students of ACC and who violate these regulations are subject to criminal charges.

Library
ACC’s Library is located on the second floor of Building A. An automated catalog and subscription database is accessible on campus from locations where the ACC Wi-Fi is available. Off-campus access of the databases requires login access, which is obtained from the library. The library’s mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has numerous periodical subscriptions, a scanner, and a photocopier. Study rooms are available for individual and group study. Materials not housed in the library are available through inter-library loan or document delivery. Students must show a current ACC student ID card to borrow materials.

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

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

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

STUDENT WELFARE

Wellness and Health Information
First Aid
If a student requires medical attention while on campus, he/she should contact 911 if it is an emergency and also contact Campus Police at 281-756-3700 and his/her own physician.

What is Bacterial Meningitis?
Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans annually, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive might develop severe health problems or disabilities. For more information on Bacterial Meningitis go to: http://www.alvincollege.edu/Emergency/Meningitis.

Bacterial Meningitis Vaccination Requirement
State Senate Bill 1107 requires that college students (as categorized below) must receive a vaccination or booster against bacterial meningitis. Students will not be able to register until proof is presented of vaccination or of a booster during the five-year period prior to enrollment, and not less than 10 days before the first day of classes. Certain exemptions and waivers are available. Please see below.

Who: Students less than 22 years of age who meet one of the following:

- New to ACC
- Former ACC student who has had a break of enrollment for one or more fall or spring semesters and not previously submitted proof of vaccination
- Transferring for the first time to Alvin Community College
- Dual credit high school students who are enrolled in any college course taken outside the high school campus
- Continuing Education students who are enrolled in courses longer than 360 hours
Documentation Accepted:
- An Alvin Community College [Bacterial Meningitis Form] may be submitted.
- The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered.
- An official immunization record generated from a state or local health authority.
- An official record received from school officials, including a record from another state.

Exemptions and Waivers
- **Conscientious Objection** - Students may file an affidavit stating that the vaccination for bacterial meningitis vaccination is being declined for reasons of conscience. This form is located at https://corequestjc.dshs.texas.gov/. The student must print the form, have it notarized, and file it with the Admissions Office. This form grants students a permanently waived status for the duration of their uninterrupted attendance. The exception noted for Conscientious Objectors not apply during certain state or national emergency situations. (see 19 TAC 21.610 – 21.614)
- **Online Courses** - Students who wish to enroll only in online courses may obtain a temporary waiver for the current term by contacting the Admissions Office (A100) by phone (281-756-3531), in person, or by email ESC@alvincollege.edu. Students will be allowed to self-register after the waiver has been entered.
- **Students 22 and over** - Students 22 years of age or older are exempt.
- **Physicians Waiver** - An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student.

Other Important Health Information
The following are health issues which may be of concern to you. We urge you to learn about them and take the appropriate steps to protect yourself and your family. Certain programs such as Nursing or Allied Health Program at Alvin Community College may require additional immunizations such as/not limited to:

- **Measles, Mumps, Rubella**
- **TDap**
- **Poliomyelitis**
- **Hepatitis B**

More information on immunizations can be found at: http://www.dshs.texas.gov/immunize/school/

**HIV Infection (AIDS, ARC and/or positive test for the antibody to HIV):** Educational pamphlets on HIV are available in brochure racks throughout the campus. More comprehensive information can be found at AIDS.gov. Fliers regarding HIV testing are placed on bulletin boards on campus at various times of the year.

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

**Mental Health:** ACC’s Counseling and Wellness page has a variety of support information. In an emergency, call 911.

**Physical Health:** ACC’s current student’s page offers links to various CDC webpages.

**Prevention Programs:** All entering freshmen are required to attend a new student orientation session. The orientation informs students of the definitions of sexual assault, date rape, sexual harassment, harassment, and domestic violence. In addition, students receive information on how to report an incident and of supportive campus and community resources. ACC students also have the option of accessing an online sexual misconduct training at their convenience from home or school. The training offers education on sexual assault, prevention, elimination, and other related topics. Additional programs and information as follows may be offered as well.

- One Love Escalation workshop is offered to students at various times during the year.
- Sexual assault awareness month is held each April.
- Step Up training (bystander intervention) is offered to students at various times during the year.
- Title IX YouTube media clip is available at https://www.youtube.com/watch?v=SOIf5xzUp
- Numerous brochures are available at multiple locations on campus. Titles include:
  - Sex Communication and Respect
  - Dating Violence
  - Sex and Alcohol and Your Right To Say No
  - You Would If You Loved Me
Suicide Prevention: See ACC’s Counseling and Wellness page. In an emergency, call 911.

STUDENT SUPPORT SERVICES

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

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

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

Alvin Community College is accessible between the hours of 7:00 a.m. - 10:00 p.m. Monday through Friday. Some areas are accessible Saturdays and Sundays from 8:00 a.m. to 4:00 p.m. Secured areas are closed when college employees are not present. The College Police Department monitors the college 24 hours a day, seven days a week. If you have any questions regarding rules, regulations, laws or related concerns, please feel free to call or come by the department in Building H, Room 132 or call 281-756-3700.

College Police Department
Building H, Room 132

To report an emergency:
On Campus 3700
Off Campus 281.756.3700 or 911

Campus Crime Statistics (Reported to ACC Police)
This information can be found at http://www.alvincollege.edu/Campus-Police/College-Crime-Report.

Services Provided by the Campus Police Department:
Campus Escort
Should you feel uncomfortable on campus, contact the College Police Department at 281-756-3700, and a police officer will assist you.

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

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

RAVE - Emergency Notification System
RAVE is a critical information management system used by the college. This system will send notifications to registered home telephones, mobile phones (both voice & text messages), and email addresses regarding emergency situations on or off campus. This includes alerts...
for school closings and school re-openings due to inclement weather. ACC students are automatically registered in the Rave Alert system when they complete class registration.

Important: If you change any contact information such as your home or mobile phone numbers and/or email address please make sure to update these changes through WebACCESS. The RAVE Alert system information is automatically updated nightly, therefore once you have provided the new information it will be updated within the RAVE system the next day. This will ensure that you are notified in the event of a campus or community emergency that impacts the college.

An official closing of the college delays all work until the next class meeting or until a date is determined by the instructor. Make-up days for official college closing will be scheduled as needed. If a student is in an area that is experiencing severe weather and the college has not officially closed, it is the student’s responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about make-up work.

Evacuation Plan
Evacuation routes are on display in each classroom and throughout the ACC campus. In the case of an emergency, an alarm will sound. Follow the evacuation route that is posted and proceed to the nearest parking lot and move away from the building.

Lost and Found
Should you lose a personal item or find something that belongs to someone else, please contact the College Police Department at 281-756-3700 or in H132.

Parking Permits – Automobiles and motorcycles must be registered and permits must be displayed when parking on campus. Permits are issued in building H132 upon presentation of a valid student identification card, driver’s license and license plate numbers. Renewal is required each semester. Student parking spaces are marked with yellow stripes; faculty and staff spaces are designated by white stripes. Parking lots are monitored regularly by Campus Police.

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

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

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

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

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

Employers Services
Employers may access JobLink, a free job posting service/database at www.alvincollege.edu. Click the JobLink logo to locate the Employers Guidelines and to register. Registered employers may print resumes of applicants who have granted access. Other employer services include job fairs and on-campus recruitment by appointment. All jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.
On-Campus Student Jobs/Resume Assistance
On-campus student jobs are posted outside the Career Services office, A205. Job postings for on-campus Work Study and Student Worker positions can also be found at http://www.alvincollege.edu/CareerServices - click on the JobLink logo, create an account, and search jobs. Students may schedule an appointment to create a resume, and a resume is required for all on-campus jobs.

Child Development Laboratory School
The Department of Child Development & Education operates a laboratory school which is licensed by the Texas Department of Family and Protective Services. The Laboratory School operates on the ACC calendar and as a full day, full year program for children, 18 months to 5 years. For more information or to receive a fee schedule, contact the ACC Child Development Laboratory School at 281-756-3644.

College Bookstore
Textbooks and supplies required and/or recommended for classes are available at the College Bookstore. The bookstore also carries greeting cards, gift items, ACC merchandise, T-shirts/apparel, office supplies and souvenirs. Online orders are available at www.alvincstore.com.

- Credit Cards: A student ID or/a driver’s license is required. Visa, MasterCard, Discover and American Express credit cards are accepted for purchase.
- Textbook Rentals: Requires a student ID and a credit card that has an expiration date past the rental due date.
- Textbook Price Comparison: Go to http://alvin.verbacompare.com/ to review and compare textbook prices.
- Book Buy Back: Book buy-back is conducted on a daily basis during regular college bookstore hours.
- Return Policy: An ACC bookstore sales receipt is required for a full refund and a refund may be given up until the census date for each full semester. Full refunds for mini semester and Continuing Education classes may be given with receipt within one business day. All sales are final on sales items. No refund on rental transactions. NOTE: Packaged textbooks are not returnable if the seal is broken.
- Study Grounds Coffee Bar serves a variety of coffees, tea, specialty drinks, milkshakes, smoothies and gourmet desserts. Study Grounds is a great place to meet with other students to relax, study or just hang out while having a favorite drink made by one of the friendly baristas.
- College Store hours:
  Monday – Thursday 7:30 a.m. – 6:30 p.m.
  Friday 7:30 a.m. – 2:00 p.m.

Continuing Education
The Department of Continuing Education Workforce Development provides lifelong educational opportunities through non-credit offerings. Continuing Education offers workforce development training as well as special interest and personal enrichment courses. Additional information about Continuing Education Workforce Development can be obtained in Building H103 or at www.alvincollege.edu/CEWD.

Counseling (Personal/Emotional/Crisis)
The office of Advising Services has counselors available who can assist students with short-term personal issues that may impact academic success. ACC does not provide long-term counseling beyond crisis intervention. However counselors will assist students with finding an appropriate referral source. Visit ACC’s Counseling and Wellness page for additional information. Call 911 for any medical or mental health emergency.

Disability Services
Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. Disability Services focuses on assisting students with disabilities to make a successful transition to college as well as giving continued support while in college. This service also acts as a referral source for students on campus, in high school and for community agencies.

Students with disabilities are encouraged to register with Disability Services and provide appropriate documentation to determine support services and accommodations. Appointments with the Coordinator of Disability Services should be made at least 60 days prior to the beginning of the semester students 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 Alvin Community College Disability Services webpage. Information and assistance is available by calling 281-756-3533 (voice), 281-756-3845 (TTY) or by emailing ODS@alvincollege.edu.
Dual Degree Program for High School Students
To help students reach their educational goals in a timely manner, local school districts and Alvin Community College offer qualified students the opportunity to simultaneously earn a high school diploma and an Associate of Arts Degree in General Studies. The Dual Degree program is a rigorous program that requires extra time and dedication. Interested students should contact their high school counselor or ACC Dual Credit Advisor for more information. Additional information is available at [http://www.alvincollege.edu/dualcredit](http://www.alvincollege.edu/dualcredit) or by emailing the department at dualcredit@alvincollege.edu.

Financial Literacy
Make well-informed decisions about YOUR finances! For resources designed to help improve your understanding of financial concepts and services, go to: [http://www.alvincollege.edu/Financial-Literacy](http://www.alvincollege.edu/Financial-Literacy).

Food Services (Mr. C's Deli and Bistro)
Mr. C's is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, salads, wrap sandwiches, pizza, grilled items and a daily hot lunch special. It is open each class day. Catering services are also offered.

Foster Care Liaison Officer for Students Currently/Formerly in DFPS Conservatorship
The Texas Education Agency requires that each institution of higher education appoint a Foster Care Liaison Officer to assist in coordinating educational support services and other relevant information directly to individuals who are currently or were previously placed in foster care. For more information about this service at ACC call 281-756-3534 or visit ACC's [Foster Care/Homeless support](http://www.alvincollege.edu/Foster-Care/Homeless-support) page.

Veterans Services
ACC is approved by the Veteran’s Administration to provide educational services to veterans. To enhance the educational experience for veterans, the college has designated a lounge area in G129 reserved only for veteran students. This area will provide a place to relax, study and visit with other veterans on campus. ACC also has an active Veterans club that engages veterans in campus activities and encourages community service.

Veterans Educational Benefits
Advising Services is responsible for the coordination of the GI Bill™ Educational Benefits Program. ACC is approved by the Texas Workforce Commission to offer training and college transfer courses to eligible veterans or eligible veteran’s dependents. Contact Toby Herzog at therzog@alvincollege.edu for more information.

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

Standards of Academic Progress for VA Students
- **Satisfactory Progress:** VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.
- **Probation:** Failure to maintain a 2.0 Cumulative Grade Point Average (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the Cumulative GPA rises above a 2.0.
- **Unsatisfactory Progress:** Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA Suspension. Any student making a 0.0 or 0.0 GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for enrollment benefits.
- **Reinstatement of VA Education Benefits:** Students under VA suspension may choose to continue taking classes without being certified for VA benefits. If a student completes a semester and achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

Hazlewood Act (State)
The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:
- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
• Receipt of an honorable or under honorable conditions Discharge
• Served at least 180 days of active duty (excluding basic training time)
• Resident of Texas for a minimum of 12 months prior to college registration
• Not in default for any educational student loan
• Submit a statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.

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

Hazlewood Application Deadline:
New applicants - First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term. Previous Recipients - Students who have used their Hazlewood benefits previously at ACC may apply through late registration. The Registrar's Office processes the application for benefits and notifies the student by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website at www.collegeforalltexans.com

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 http://www.collegeforalltexans.com/.

STUDENT ACTIVITIES

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student, and the College encourages its students to participate and get involved. Activities range from health and wellness to cultural awareness; entertainment, as well as intramural sports. Special events include: the Fall Festival, Open House, Student Leadership Conference and much more. Contact the student activities office at 281-756-3689 for more information.

ACC Alumni Association
The purpose of the ACC Alumni Association is to actively support the mission and educational objectives of Alvin Community College and to maintain a relationship with its alumni. For more information on activities and membership call 281-756-3600.

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

Students that are interested in learning more about ACC’s intercollegiate sports programs or would like to try out for a team are encouraged to contact the head coaches for each sport or the Athletic Director. All student athletes must meet academic eligibility requirements and be enrolled in at least twelve (12) hours each semester.

Drama
The Drama Department presents numerous productions throughout the year. The Summer Children’s Theater Festival produces two shows during the summer. Auditions are posted in the Auditorium Lobby and are open to students and the community. Tickets can be purchased at the ticket booth by calling 281-756-3606.

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

Music
The Music Department offers four major ensembles in which to be involved. Scholarships are available for participating in one or more of these groups and you need not be a music major to qualify. Contact the Music Department for more information at 281-756-3587.
• Concert Choir, a large ensemble that performs at least two concerts per year of the standard choral repertoire;
• Chamber Choir, a small, audition only, pop/show choir that performs several concerts throughout the year;
• Concert Band, a large ensemble that performs several concerts a year of standard concert and symphonic band literature;
• Jazz Band, a group that performs the standard jazz repertoire.

KACC Radio – 89.7FM
89.7 KACC is the radio station of Alvin Community College. KACC signed on the air in 1978 and has helped start the careers of many professional radio and television personalities around the United States. 89.7 KACC operates as the radio laboratory for the Communication Department, and is regularly involved with events all over campus. Appropriately known as The Gulf Coast Rocker, KACC is widely recognized for having the best rock and roll playlist available on radio. In addition, KACC supports local music by featuring more music from local artists than any other radio station in the area. KACC was recently voted as Houston’s Best Radio Station by the Houston Press.

In addition, the radio station covers local high school sports events through live broadcasts. KACC also addresses the needs and the issues of the community by hosting interview programs with leaders and organizations from around the area.

89.7 KACC is on the FM dial at 89.7FM and also online at www.kaccradio.com. There is also a KACC app available for iPhone and Android for listening with a mobile device.

Students who might be interested in being on the air, or would like to find out more about 89.7 KACC should contact the Station Manager. The direct line is (281) 756-3766, and the KACC request line is (281) 756-3897.

STUDENT ACTIVITIES (Activity Funds Management and Registration)

The College District shall serve as the depository and fiscal agent for all registered student organizations. The College President or designee shall develop procedures for the budgeting and accounting for income and expenditures of each organization’s funds.

Registration Required
An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the student activities coordinator.

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization’s opinions and activities.

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College District-wide.

Eligibility
A group shall be eligible for registration if:
1. Its membership consists of three or more students.
2. It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
3. It has an adviser who is a member of the faculty or the staff.
4. It is not under a disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the College District.

Rejection of Application
If the student activities coordinator does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the vice president, student services.

The vice president, student services may take one of the following actions:
1. Affirm the student activities coordinator’s decision;
2. Reverse the student activities coordinator’s decision; or
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the vice president, student services, who shall then take final action.

The decision of the vice president, student services may be appealed in accordance with Student Rights and Responsibilities/Student Complaints.

**Rights and Duties**

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. (See policy “FLAA” at [http://pol.tasb.org/Policy/Code/214?filter=FLAA](http://pol.tasb.org/Policy/Code/214?filter=FLAA).) The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. (See policy “FK” at [http://pol.tasb.org/Policy/Code/214?filter=FK](http://pol.tasb.org/Policy/Code/214?filter=FK).)

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. (See policy “FLA” at [http://pol.tasb.org/Policy/Code/214?filter=FLA](http://pol.tasb.org/Policy/Code/214?filter=FLA).) The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. (See policy “FKA” at [http://pol.tasb.org/Policy/Code/214?filter=FKA](http://pol.tasb.org/Policy/Code/214?filter=FKA).)

In accordance with state law, officers of a registered student organization shall attend a risk management program provided by the College District.

**Required submissions**

Each registered student organization shall submit the following:

1. At the beginning of each semester, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.
2. At the beginning of each semester, an affidavit stating that the organization or group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College District.
3. A financial statement form supplied by the student activities coordinator to be filed on the first workday of September and February.

**Loss of Registration**

Upon written notice, a student organization’s registered status may be revoked by the student activities coordinator if it:

1. No longer meets the eligibility requirements; or
2. Violates College District policies and procedures or local, state, or federal law.

A student organization whose registered status has been revoked may appeal to the vice president, student services, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than one semester following the date of the notice and may be permanent. The revocation shall be effective College District-wide.

Any unused funds of a student organization whose registered status has been revoked shall be transferred to the College District’s general fund for student organizations.

**Disciplinary Violations**

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies, “Discipline and Penalties”.

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REGISTERED CLUBS AND ORGANIZATIONS

ACC Broadcasting Club
Sponsor: Jason Nichols
jnichols@alvincollege.edu

Christians United for Israel (CUFI)
Sponsor: Deana Dick
dick@alvincollege.edu

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

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

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

Polysonography Club
Sponsor: Jordan Rusk
jrusk@alvincollege.edu

ACC Writer's Club
Sponsor: Charley Bevill
cbevill@alvincollege.edu

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

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

Alvin Nursing Students Association (ANSA) - Nursing Students
Sponsor: Debra Fontenot
dfontenot@alvincollege.edu

History Club
Sponsor: Chris Chance
cchance@alvincollege.edu

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

Anime & Video Game Club
Sponsor: Ellen Birdwell
ebirdwell@alvincollege.edu

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

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

Baptist Student Ministries (BSM)
Sponsor: Charles Kilgore
ckilgore@alvincollege.edu

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

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

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

Mediation Club
Sponsor: Johanna Hume
jhume@alvincollege.edu

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

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

Peer Educators
Sponsor: Jean Raniseki
iraniseki@alvincollege.edu

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

Social Networking Guidelines
Social networking is today’s preferred method of communicating and obtaining the latest news and updates. Students should be reminded that there are growing concerns about giving out too much personal information which can be used to profile, steal identity, and invade privacy of the individual. Alvin Community College recognizes the tremendous potential of social networking and supports responsible promotion of students and the institution as seen through the eyes of all that participate in this free exchange of information. The following tips and guidelines are offered to promote a safe and responsible online social networking experience:

- Keep your page private and accessible only to those you invite,
- Think before you post. Sites are often searched by employers or graduate programs. Do not post in anger or in haste.
- Protect your password, protect your identity. Do not provide personal information that identity thieves could use against you. Never list your home address or phone number
- Know what your friends are tagging you in and/or posting about you.
- Never post anything online that you would not be willing to say face to face.
- Protect your privacy and your friends’ privacy. Obtain permission before posting pictures of others or content from another’s account.
- Webcam images do not disappear when the webcam is turned off. The person receiving your images could be recording them or taking screenshots.
- Be accurate. Make sure you have all the facts before posting.

Guidelines for Posting When Representing Alvin Community College
Clubs and organization may develop websites to promote activities and events and facilitate open communication among membership.

- Let the staff in the ACC Marketing Department know about your site so that you can be linked to the official ACC social networking sites.
- Identify yourself and your role at the college. Write within the boundaries of your specific responsibility. State that the opinions expressed are yours and do not represent the views of Alvin Community College. There are social media guidelines that must be followed.
- Keep the site active – Post new content often to maintain interest.
- Encourage interaction – Ask questions or introduce topics for discussion.
- Monitor content and report all malicious content to the proper college official.
- Delete comments that are harassing, obscene or contain hate speech.
- Use the college logo appropriately – Follow standards for use of graphics. Do not promote political candidates or proprietary products or services.
- Follow college policies including FERPA – Family Educational Rights to Privacy Act regarding the use of student information.

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

ACC Blog
Stay current with the latest news and happenings around the ACC campus. alvincommunitycollege.tumblr.com

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

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

Email
Email is the official means of communication at ACC. A Google email service provides students with a "name@stu.alvincollege.edu" email address upon request. Assistance is available for students to receive a free e-mail address through Yahoo.com, Hotmail.com or Gmail.com. Contact the IT Help Desk at 281-756-3544 or helpdesk@alvincollege.edu or visit the CyberLink Lab in A-173.

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

Flickr
ACC takes photos at many of its events that are also posted on the photo-sharing site Flickr. Search for ACC at www.flickr.com. Link available on ACC’s homepage.

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

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

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

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

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

Voter Registration
Alvin Community College promotes civic student participation by making voter registration materials available in the Student Activities office. Also go to VoteTexas.Gov for more information.
Student Center
The Student Center consists of the Game Room, Student Activities offices, Campus Café, College Store, and Study Grounds Coffee Bar. Students may also obtain their Student ID in the Student Center.

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

Student Travel Policy
This policy applies to any student who travels to an activity or event that is organized or sponsored by the college, an activity or event funded by the college, uses a vehicle owned or leased by the college, and/or travels as a requirement of any organization recognized by the college. It also applies to anyone transporting students and is considered to be the minimum standard. Departments may mandate additional policies. Failure to comply with this policy may result in the suspension of student travel.

Modes of Travel
Personal Vehicles: Drivers of personal vehicles should understand that their personal liability insurance would be the only insurance available to cover all costs associated with an accident. Therefore the driver and passengers of a personal vehicle must consider the risks involved. The college does not provide insurance for personal vehicles, nor will it assume any responsibility or liability if a college employee or student chooses to travel in a personal vehicle on a college-sponsored trip.

College Vehicles: All drivers of college vehicles must be an employee of the College and approved by the Campus Police Department. If more than one person is traveling, at least one alternate driver must be approved (cannot be a student). This approval must be in writing and kept on file at the Police Department. The college provides liability insurance coverage for all approved drivers. Students are not allowed to be utilized as a driver.

Commercial Carrier (bus, car rental, etc.): Commercial carriers provide their own insurance and assume liability. Insurance coverage can vary; renters should inquire as to what coverage the company provides. If college funds are used to rent or lease a vehicle, all drivers must be authorized by the college to drive.

Fuel Purchases: College vehicles have been assigned a Voyager fuel card to purchase gasoline while on college-sponsored events. Each driver must have a pen number to use the fuel cards. Students driving personnel vehicles are responsible for the cost of fuel for their own vehicles unless prior arrangements have been made. The Voyager fuel card cannot be used to fuel student’s vehicles.

Minimum Driver Qualifications: Drivers for student trips must be a college employee, faculty and/or staff member(s) arranging the trip. Each driver must be at least 18 years of age; hold a valid USA Class C Operator’s License or the appropriate license for the vehicle being driven; and complete the appropriate authorization form and meet the driver requirements of the college’s insurance carrier if driving a college vehicle or vehicle leased using college funds; or have insurance coverage as required by law if driving a personal vehicle.

Driver Conduct & Responsibility: The driver is responsible for the safe operation of the vehicle and for maintaining safe conditions within the vehicle. The driver must: comply with all applicable traffic laws and regulations; use seat belts when the vehicle is in motion; not drive under the influence of drugs or alcohol; not smoke while driving; not use radar or laser detection devices; not use headphones or earphones while driving; not use a cellular telephone while driving; require all occupants to remain seated and wear seat belts when the vehicle is in motion; not allow alcoholic beverages in the vehicle at any time; and confront rowdy or disorderly behavior by passengers that may cause driver distractions.

Passenger Conduct: Passengers are expected to conduct themselves in a manner that will ensure the safety of all persons. Passengers must keep conversations at normal levels to keep from distracting the driver; remain seated at all times when the vehicle is in motion; use seat belts; limit conversation with the driver; and avoid any rowdy or disruptive behavior.

Passenger Capacity: The number of occupants, including the driver, may not exceed the number of working seat belts in the vehicle. However, only twelve persons, including the driver, may travel in a fifteen-passenger van. The total weight of passengers and cargo may not exceed the manufacturer’s specifications/recommendations.

Safety Devices: All passengers wear seat belts at all times. Buses are equipped with fire extinguishers.

Driver Fatigue: Driving a vehicle for long hours is tiring. However, there are things that drivers can do to help stay alert and safe: Get enough sleep prior to the trip; schedule trips during normal waking hours; avoid medication before driving, especially if the label warns against operating vehicles while taking the medication; keep the vehicle cool by keeping the window open, a vent cracked, or using the air conditioner; never drive for more than four consecutive hours without taking a ten-minute break or having an alternate driver assume
the driving responsibility; and stop for the night. If this is not possible, pull off at a safe place and take a nap. Avoid any type of drug to stay awake.

**STUDENT RECORDS**

**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.

**Custodians of Records**
The vice president of student services is custodian of all records for currently enrolled students and for all official academic records. The vice president of student services is custodian of academic status records. The vice president of student services is custodian of all other records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

**Types of Educational Records**
Each record custodian shall be responsible for the education records of the College District. These records may include:

1. Admissions data and personal and family data.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records, including scholastic disciplinary actions.
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
9. Records pertaining to participation in student activities including academic awards or recognition by the College District.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
14. Scholarships or other financial awards.
15. Records pertaining to student complaints.
16. Other records that may contribute to understanding of the student.

**Request Procedures**
The College District shall make a student’s records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor’s identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student’s records shall be maintained at all times. Records to be viewed shall be restricted to use only in the College President’s office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge.

**Directory Information**
Directory information shall be released to a qualified individual or organization that files a written request with the College President or designee.

The College District shall give public notice of the categories of information designated as directory information; whether the disclosure of directory information will be limited to specific parties, for specific purposes, or both; and the period of time after such notice for a student to inform the College District that any or all of the directory information should not be released without prior consent.

**Access by School Officials**
A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, “school officials” shall include:

1. An employee, Board member, or agent of the College District, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by the College District to perform institutional services.
2. A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a “legitimate educational interest” in a student’s records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student’s case, or services for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official’s professional responsibility; or
5. Investigating or evaluating programs.

Access by Parents

The College District may disclose educational records to a student’s parent without the student’s consent under circumstances specified in law. (See policy “FJ”/Legal at http://pol.tasb.org/Policy/Code/214?filter=FJ.) A qualified parent shall be subject to the provisions of the request procedures above.

Transcripts and Transfers of Records

The College District may request transcripts from previously attended schools for students transferring into the College District; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

For purposes of a student’s enrollment or transfer, the College District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The College District may return an education record to the school identified as the source of the record.

Procedure to Amend Records

Within 15 College District business days of the record custodian’s receipt of a request to amend records, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within ten College District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the College District’s decision.

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 Admissions Office by the census day of every fall/spring/summer semester if any of the information listed above is not to be released. The official census date is published in the academic calendar found on the ACC website and/or in the catalog.

Blocking Release of Student Information

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

Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

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

Informing the College When Student Demographic Information Changes

Students are required to keep their contact information current and correct. 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 the same unless a Student Data Change Request is submitted by the student to the Admissions Office in A-100 or the student completes the online form on WebACCESS.

The following changes require verification and documentation to be submitted by the student to the Admissions Office:

1. **Name change** - verification of the former and new name using one of the following: Marriage Certificate, Divorce Decree, Legal Court Document, and/or Birth Certificate. A current ACC student ID is required for identification.


3. **Address change** - If the change affects residency status for tuition purposes, submit for verification, one of the following: Driver's License and/or a Lease Agreement

4. **Address change affecting state residency** - requires verification as determined by state legislation. Contact the Admissions Office at 281-756-3531 for more instructions.

5. **Date of birth change** - Birth Certificate or Driver's License. A current ACC student ID is required for identification.

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.

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. The background check may be required to be completed through an approved college source. Contact the department chair to determine if a specific program requires a background check.

**STUDENT RIGHTS AND RESPONSIBILITIES (Student Expression)**

Campus Publication Policy

The College fully endorses the concepts of freedom of press and freedom of speech as established by the Constitution of the United States, as well as federal and state laws. Within these boundaries the college is committed to the support of publications that serve the various needs of the academic community at large and secondarily, the needs of the surrounding community.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization, (see policy “FKC” at [http://pol.tasb.org/Policy/Code/214?filter=FKC](http://pol.tasb.org/Policy/Code/214?filter=FKC)) except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any non-school literature distributed by students or registered student organizations.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered non-school literature and shall not be governed by this policy.
For distribution of non-school literature by nonstudents and organizations that are not registered student organizations, see policy, “GF” at http://pol.tasb.org/Policy/Code/214?filter=GF.

Limitation on Content
Non-school literature shall not be distributed by students or registered student organizations on College District property if:
1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. (See policies DIAA, DIAB, FFDA, and FFDB at http://pol.tasb.org/home/index/214.)

Time, Place, and Manner Restrictions
The vice president, administrative services shall designate times, locations, and means by which non-school literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the non-school literature shall be conducted in a manner that:
1. Is not disruptive; (See Student Rights and Responsibilities/Student Conduct.)
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any literature that was discarded or leftover.

Posting of Signs
For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Except for signs that violate the limitations on content, as described above, a student or registered student organization may publicly post a sign on College District property in areas or locations designated by the student activities coordinator. No object other than a sign may be posted on College District property.

Before publicly posting a sign, a student or registered student organization shall:
1. Deliver a copy, photograph, or description of the sign to be posted.
2. Give notice of the following information:
   a. The name of the student or registered student organization and, if an organization, the name of its adviser;
   b. The proposed general location for posting the sign;
   c. The length of time the sign will be posted; and
   d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its adviser.
3. Place the date of posting on each sign posted.

Restrictions
A sign shall not be larger than 22 inches by 28 inches, unless authorized by the student activities coordinator. A sign shall not be attached or posted:
1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant;
8. On or between a curb and sidewalk; or
9. In a College District building, except on a bulletin board designated for that purpose.
Removal
A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the student activities coordinator, the student, or the registered student organization.

Disclaimer
Literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

Identification
Students or registered student organizations distributing materials on campus shall provide identification when requested to do so by a College District representative.

Violations of Policy
Failure to comply with the policy and procedures regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures.

Appeals
Decisions made by the administration in accordance with this policy may be appealed in accordance with ACC Policy, Student Rights and Responsibilities/Student Complaints.

Student Use of College Facilities
The grounds and facilities of the College District shall be made available to students or registered student organizations (see policy “FKC” at http://pol.tasb.org/Policy/Code/214?filter=FKC) when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the vice president, student services.

Requests
To request permission to meet on College District premises, interested students or registered student organizations shall file a written request with the student activities coordinator in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval
The vice president, student services or designee shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:
1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president, student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Announcements and Publicity
In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification
Students or registered student organizations using College District facilities shall provide identification when requested to do so by a College District representative.

Violations
Failure to comply with the policy and procedures regarding student use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of a student’s or a registered student organization’s use of College District facilities and/or other disciplinary action in accordance with the College District’s discipline policies and procedures.

Appeals
Decisions made by the administration under this policy may be appealed in accordance with ACC Policy, Student Rights and Responsibilities/Student Complaints.

For distribution of literature, see “Distribution of Literature” above.

STUDENT RIGHTS AND RESPONSIBILITIES (Conduct)

Classroom Conduct
It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. 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 this Student Handbook.

Policies governing the classroom will be provided in each course syllabus and students who violate one or more of these policies will be subject to disciplinary action, including but not limited to the following:

- Being asked to leave the class
- Referral to the vice president of student services
- Course withdrawal
- Disciplinary action

Electronic Devices - Classroom Use
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 their classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or classwork.
2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
3. 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.
4. Students who fail to comply with an instructor’s restrictions will be subject to the Student Discipline and Conduct Code as printed in this publication or be withdrawn from the class.
5. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.

Scholastic Dishonesty
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/scholastic dishonesty are subject to disciplinary measures.

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:
1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility
Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District’s rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct
The following behavior shall be prohibited:

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.
2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval. (See Student Conduct/Weapons)
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in policy “FLBD”, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
5. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.
6. Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District.
7. “Disorderly conduct,” as defined above, or disruptive behavior.
8. Threatening another person, including a student or employee.
9. Intentionally, knowingly, or negligently causing physical harm to any person.
10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. (See policies, DIA, FFD and FFE at http://pol.tasb.org/home/index/214, as appropriate.)
11. Hazing with or without the consent of a student. (See policy “FLBC” at http://pol.tasb.org/Policy/Code/214?filter=FLBC.)
12. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
13. Endangering the health or safety of members of the College District community or visitors to the premises.
14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
15. Stealing from the College District or others.
16. Failure to comply with directives given by College District personnel.
17. Failure to provide identification when requested to do so by College District personnel.
18. Possession or use of tobacco products or e-cigarettes on College District property without authorization. "E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:
   a. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
   b. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.
19. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
20. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
21. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District’s system.
22. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
23. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
24. Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
25. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
26. Scholastic dishonesty, as defined above.
27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
28. Intentionally or knowingly providing false information to the College District.
29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.
30. Gambling.
31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.

**Gang Free Zone**

Premises owned, rented or leased by Alvin Community College, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028 for the consequences of engaging in organized criminal activity within “gang-free” zones.

**Discipline**

A student shall be subject to discipline, including suspension, in accordance with the Discipline and Penalties section of ACC policy if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District’s operations or objectives.
The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

**STUDENT CONDUCT (Alcohol and Drug Use)**

**Alcohol**
A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board’s designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled Substances**
No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:
1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

**Exception**
A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

**Violation**
Students who violate this policy shall be subject to appropriate disciplinary action. See Discipline and Penalties and Discipline Procedures. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Notice**
Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

**Notice Regarding Steroids**
Anabolic steroids and growth hormones are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

**STUDENT CONDUCT (Weapons)**

Students shall not bring on College District property or to any College District-sponsored or related activity any weapons prohibited by law or identified below:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains;
6. Martial arts throwing stars; or
7. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Lockers and cars parked on College District premises may be inspected by College District personnel if there is reasonable cause to believe they contain weapons.

Students found to be in violation of this policy shall be subject to disciplinary action. See Discipline and Penalties and Discipline Procedures.

Open Carry and Campus Carry Firearms Information
1. What is the Open Carry Law which was effective January 1, 2016?
Texas House Bill 910 (also known as “Open Carry”) allows Texas concealed handgun license (CHL) holders to open carry handguns (in a waist belt holster or a shoulder holster) beginning January 1, 2016. However, the law does not allow for concealed handgun license holders to intentionally display a handgun on the premises of higher education institutions.

2. Is the Campus Carry law the same as the Open Carry law?
No, the Campus Carry and Open Carry are two (2) separate laws. Texas Senate Bill 11 (known as “Campus Carry”) will allow Texas concealed handgun license (CHL) holders to carry a concealed handgun in certain areas on college campuses beginning August 1, 2017. Information regarding both Open Carry and Campus Carry law is posted at: www.alvincollege.edu/campuscarry

3. When does the Campus Carry law become effective?
- August 1, 2016 - Four (4) Year Colleges and Universities
- August 1, 2017 - Two (2) Year Community Colleges

What to Do:
If I see an individual openly carrying any firearm on campus, what should I do?
- Call the ACC Police Department at 281-756-3700 immediately.
- Remain calm.
- Notify an ACC employee immediately.

STUDENT RIGHTS AND RESPONSIBILITIES (Interrogations and Searches)

Searches of students and their property shall be conducted in accordance with administrative procedures established by the College President or designee.

STUDENT RIGHTS AND RESPONSIBILITIES (Student Complaints)

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

Formal Process
A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation
Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.
Notice to Students
The College District shall inform students of this policy through appropriate College District publications.

Complaints
In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes
Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with policy “FLD” after the relevant complaint process:
1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. See policy “FFDA” and “FFDB” at http://pol.tasb.org/home/index/214.
2. Complaints concerning retaliation relating to discrimination and harassment. See policy “FFDA” and “FFDB” at http://pol.tasb.org/home/index/214.
3. Complaints concerning disciplinary decisions. See Discipline and Penalties and Discipline Procedures.
4. Complaints concerning a commissioned peace officer who is an employee of the College District. See policy “CHA” at http://pol.tasb.org/home/index/214.
5. Complaints concerning grades. See policy Student Complaints/Course Grade Complaints.

General Provisions/Filing
Complaint forms and appeal notices may be filed by hand-delivery, electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences
The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student’s absence.

Response
At Levels One, Two, and Three, “response” shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s e-mail address of record, or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days
“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

Representative
“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

Consolidating Complaints
Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings
All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
**Costs Incurred**
Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms**
Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.

**Level One**
Complaint forms must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

**Level Two**
If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the vice president of instruction or vice president of student services to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:
1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record,
information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**Level Three**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:
1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

**Level Four**

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:
1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. See policy “BD” at [http://pol.tasb.org/home/index/214](http://pol.tasb.org/home/index/214).
The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

After exhausting the Alvin Community College’s grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us or by mail to:

Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, Texas 78711-2788

STUDENT RIGHTS AND RESPONSIBILITIES (Complaints/Course Grade Complaints)

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

Procedures
In order to appeal a grade, the student shall first meet with the faculty member to discuss the assigned grade. If a resolution is not reached, the student may initiate the formal process to request a grade change by submitting a written grade appeal to the appropriate dean that contains the basis for the request. A copy of the student’s grade appeal shall be forwarded to the faculty member and he or she shall provide a written response to the appropriate dean within five College District business days.

Once the faculty member has provided his or her response to the appropriate dean, the dean shall meet with the student to discuss the written response and seek resolution of the dispute. The dean shall provide a written response to the student and faculty member with his or her decision.

The student shall be permitted to appeal the dean’s decision by submitting a written grade appeal to the vice president of instruction. Upon receipt of an appeal, the vice president of instruction shall schedule a conference with the student or refer the appeal to the Academic Appeals Committee within five College District business days.

If an appeal is referred to the Academic Appeals Committee, the vice president of instruction shall notify the student of the date and time of the committee meeting and of the student’s rights regarding the Academic Appeals Committee process.

The chairperson of the Academic Appeals Committee shall set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the faculty member to each make a presentation and provide rebuttal and an opportunity for questioning by the members of the Academic Appeals Committee.

The Academic Appeals Committee shall then consider the grade appeal, make its decision, and prepare a final report for the vice president of instruction. The vice president of instruction shall notify the student, faculty member, and the appropriate dean of the committee’s decision.

Further appeal shall be made in accordance with the Student Complaint policy (above), beginning at Level Three.
STUDENT RIGHTS AND RESPONSIBILITIES (Involvement in Decision Making)

In accordance with procedures developed by the College President, students shall be selected annually to provide a voice for the student body in the decision-making processes of the College District on appropriate committees.

Students shall be granted the opportunity to provide input regarding a College District food service provider in accordance with Board-approved procedures published in the student handbook.

SOLICITATIONS

Student solicitation is the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

Limits on Solicitation

Student solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president of administrative services for the conduct of such activity;
2. The sale or offer for sale of any food or drink item in an area designated in advance by the vice president of administrative services or a designated representative for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District’s regulations on use of facilities; (See policy ‘FLAA at http://pol.tasb.org/Policy/Code/214?filter=FLAA.)
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with College District regulations; or
5. The sale of raffle tickets by a registered student organization that can present to the vice president, administrative services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president of administrative services.

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

Use of College District Name

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the vice president of administrative services in accordance with procedures developed for that purpose.

Conduct During Solicitation

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

Sanctions

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the vice president of administrative services.

If the vice president of administrative services determines that a solicitation is being conducted in a manner violating this policy, the vice president of administrative services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.
A student determined to be in violation of this policy shall be subject to disciplinary measures as described in ACC’s Discipline and Penalty policies. In the case of a registered student organization, the vice president of administrative services may revoke the registered status of the organization in accordance with ACC’s Registered Student Organizations policy.

DISCIPLINE AND PENALTIES

Penalties for Student Misconduct

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. (See Student Rights and Responsibilities/Student Conduct.) If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

3. Community Service – Required completion of approved community service activities for a specified number of hours.

4. Scholastic penalties – Removal from a program or the assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor’s dean.

5. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

6. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

7. Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

Suspended or Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Disciplinary Record

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District’s record retention schedule.

DISCIPLINE AND PENALTIES (Discipline Procedure)

Reports of Alleged Misconduct

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct, (see Student Rights and Responsibilities/Student Conduct) committed by a student to the vice president of student services within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The vice president of student services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the vice president of student services or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.
Conference
If, however, the vice president of student services or designee determines that the allegation warrants further consideration, the vice president of student services or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the vice president of student services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

Unfounded Allegations
After conferring with the student, if the vice president of student services or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

Misconduct Warranting a Penalty
If the vice president of student services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the vice president of student services or designee shall provide the student written notice of the penalty and the student’s right to appeal to the disciplinary appeals committee.

Suspension
If the vice president of student services or designee determines that the student committed misconduct that warrants a suspension, the vice president of student services or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.

Expulsion
If the vice president of student services or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. The vice president of student services or designee shall forward the determination and all evidence collected during the investigation and conference to the College President in order to schedule an expulsion hearing before the Board. (See Expulsion Hearing below)

Interim Disciplinary Action
The vice president of student services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

Disciplinary Appeals Committee
The disciplinary appeals committee shall be convened:
1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration’s written notice.
2. Automatically, if the vice president of student services or designee determines that a student committed misconduct warranting suspension.

Composition
The disciplinary appeals committee shall be comprised of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.

Hearing Notice
The vice president of student services or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the vice president of student services or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student’s request for the hearing or the vice president of student services or designee’s determination that the student should be suspended.

Contents of Notice
The notice shall:
1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
   a. To have a private hearing.
   b. To be assisted by an advisor or legal counsel at the hearing.
c. To call witnesses, request copies of evidence in the College District’s possession, and offer evidence and agreement on his or her own behalf.
d. To make an audio recording of the proceedings, after first notifying the vice president of student services or designee in advance of the hearing, or, at the student’s own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
e. To ask questions of each witness who testifies against the student.

3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

**Failure to Appear for Hearing**
The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student’s absence.

**Hearing Procedure**
The hearing shall proceed as follows:
1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District’s case.
4. The student or representative shall present the student’s defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District’s case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the vice president of student services or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee’s decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee’s decision to the College President.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student’s representative may listen to the tape recording and compare it with the digest.

**Evidence**
Evidence shall be handled in accordance with the following:
1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

**Appeal to College District Administration**
A student may, within ten College District business days of receiving notice of the disciplinary appeal committee’s decision, petition in writing the College President to review the decision. The student’s petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.
The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student’s petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

**Appeal to Board**
If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence presented to the College President, as well as the audio recording of the College President’s conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See policy “BD” at [http://pol.tasb.org/Policy/Code/214?filter=BD](http://pol.tasb.org/Policy/Code/214?filter=BD).)

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the vice president of student service’s decision.

**Expulsion Hearing**
If the vice president of student services or designee determines that the student’s misconduct warrants expulsion, (see Conference, above) the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Disciplinary Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the vice president of student services.

The Board shall proceed according to the procedures set out at Disciplinary Appeals Committee—Failure to Appear for Hearing, Hearing Procedure, and Evidence, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.

**FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

**(Sex and Sexual Violence)**

**Statement of Nondiscrimination**
The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Discrimination**
Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.
Sexual Harassment by an Employee
Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:
1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student’s ability to participate in or benefit from the College District’s educational program.

By Others
Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student’s ability to participate in or benefit from the College District’s educational program.

Sexual Violence
Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.

Examples
Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment
Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student’s gender, the student’s expression of characteristics perceived as stereotypical for the student’s gender, or the student’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student’s ability to participate in or benefit from the College District’s educational program.

Examples
Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation
The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples
Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation shall be subject to appropriate disciplinary action.

Prohibited Conduct
In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures
Student Report
Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.
Employee Report
Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions
A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act (See “GAC” at http://pol.tasb.org/Policy/Code/214?filter=GAC).

Responsible Employee
For purposes of this policy, a “responsible employee” is an employee:
1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Marilyn Dement
Position: Vice President, Student Services
Address: 3110 Mustang Rd., Alvin, TX 77511
Telephone: (281) 756-3517

ACC’s Title IX webpage is at http://www.alvincollege.edu/Quick-Links/What-is-Title-IX and a complaint form is available on this webpage. Additional information on Title IX, Sexual Assault, Violence Against Women Act, Clery ACT and Campus SaVE Act can be found on pages 53-57.

Alternative Reporting Procedures
A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting
Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District’s ability to investigate and address the prohibited conduct.

Investigation of the Report
The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment
Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided under the Criminal Investigation section.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics or Freedom from Bullying, as appropriate.
Interim Action
If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District’s investigation.

College District Investigation
The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District’s policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation
If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District’s investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation
Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

Notification of Outcome
The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

College District Action Prohibited Conduct
If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. See Discipline and Penalties and Discipline Procedures.

Corrective Action
Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District’s policy against discrimination and harassment.

Exception
The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.

Improper Conduct
If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality
To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through the process described in Student Complaints, beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention
Retention of records shall be in accordance with the College District’s records retention procedures. (See policy “CIA” at http://pol.tasb.org/Policy/Code/214?filter=CIA.)

Access to Policy, Procedures, and Related Materials
Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District’s website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District’s administrative offices and shall be distributed to a student who makes a report.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
(Other Protected Characteristics)

Statement of Nondiscrimination
The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination
Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment
Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student’s ability to participate in or benefit from the College District’s educational program.

Examples
Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation
The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples
Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

Prohibited Conduct
In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
Reporting Procedures

Student Report
Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report
Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions
A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act (See “GAC” at http://pol.tasb.org/Policy/Code/214?filter=GAC).)

Responsible Employee
For purposes of this policy, a “responsible employee” is an employee:
1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Stephanie Stocksill
Position: Director of Advising
Address: 3110 Mustang Rd., Alvin, TX 77511
Telephone: (281) 756-3531

Other Anti-Discrimination Laws
The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures
A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting
Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District’s ability to investigate and address the prohibited conduct.

Investigation of the Report
The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment
Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided under the Criminal Investigation section.
If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Bullying, as appropriate.

**Interim Action**
If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District’s investigation.

**College District Investigation**
The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District’s policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Criminal Investigation**
If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District’s investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

**Concluding the Investigation**
Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

**Notification of Outcome**
The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

**College District Action Prohibited Conduct**
If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. See Discipline and Penalties and Discipline Procedures.

**Corrective Action**
Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District’s policy against discrimination and harassment.

**Improper Conduct**
If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

**Confidentiality**
To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through the process described in Student Complaints, beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention
Retention of records shall be in accordance with the College District’s records retention procedures. (See policy “CIA” at http://pol.tasb.org/Policy/Code/214?filter=CIA.)

Access to Policy, Procedures, and Related Materials
Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District’s website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District’s administrative offices and shall be distributed to a student who makes a report.

FREEDOM FROM BULLYING

Bullying
The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:
1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student’s ability to participate in or benefit from the College District’s educational program.

Examples of Bullying
Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Retaliation
The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

Timely Reporting
Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District’s ability to investigate and address the prohibited conduct.

Reporting Procedures
Student Report
To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Employee Report
Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the vice president, student services.
Report Format
A report may be made orally or in writing. The vice president of student services or designee shall reduce any oral reports to written form.

Prohibited Conduct
The vice president of student services or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics, including harassment or discrimination on the basis of race, color, religion, gender, national origin, disability, or age. If so, the College District shall proceed under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics, as appropriate, instead.

If the allegations could constitute both prohibited conduct and bullying, the investigation under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics, as appropriate, shall include a determination on each type of conduct.

Investigation of the Report
The vice president of student services or designee shall conduct an appropriate investigation based on the allegations in the report. The vice president of student services or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

Concluding the Investigation
Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the vice president of student services or designee shall take additional time if necessary to complete a thorough investigation.

The vice president of student services or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the College President or designee.

College District Action
If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action
Examples of corrective action may include implementing a training program for the individuals involved in the complaint, implementing a comprehensive education program for the College District community, conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where bullying or retaliation has occurred, and reaffirming the College District’s policy against bullying and retaliation.

Improper Conduct
If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

Confidentiality
To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through the process described in Student Complaints, beginning at the appropriate level.

Records Retention
Retention of records shall be in accordance with the College District’s records retention procedures. (See policy “CIA” at http://pol.tasb.org/Policy/Code/214?filter=CIA.)
Access to Policy and Procedures
Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District’s website. Copies of the policy and procedures shall be readily available at the College District’s administrative offices.
Federal Compliance Statements

Title VI, Title IX, and Section 504

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), 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 race, creed, national origin, sex, age, sexual orientation, disability or veteran’s status as criteria for admission.

Alvin Community College also complies with Section 504 of the Rehabilitation Act of 1973 (P.L.93-112) and the Americans with Disabilities Act (P.L.101-336) and does not discriminate on the basis of disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will be placed on correcting conditions which may inadvertently discriminate against any disabled individual and, thereby, prevent compliance with the intent of the above act. Information concerning any such conditions or inquiries concerning any practices as they relate to Section 504 should be directed to the executive director of human resources or the vice president of student services.

Title IX, Sexual Misconduct, Violence Against Women Act, Clery ACT, Campus SaVE Act

The Campus SaVE ACT - The Campus Sexual Violence Elimination Act

Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act. The SaVE Act came about as a 2013 amendment to the federal Jeanne Clery Act. It was designed by advocates, victims/survivors, and a bi-partisan coalition in Congress to be a companion to Title IX that will bolster the response to and prevention of sexual violence in higher education. This act became law as part of the Violence Against Women Reauthorization Act of 2013. SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus wide prevention and educational programming. Go to http://www.alvincollege.edu/Quick-Links/What-is-Title-IX for more information.

Sexual Assault and Harassment

Alvin Community College prohibits sexually violent acts, termed “Sexual Misconduct.” which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While Alvin Community College utilizes standards and definitions similar to the Texas Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the College utilizes a range of campaigns, strategies and initiatives to provide awareness, education, risk reduction and prevention programming. Alvin Community College offers information to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student’s first semester. These programs which are offered throughout the year include strong messages regarding awareness and prevention, bystander intervention, and provide institutional policies on sexual misconduct as well as Texas definitions of domestic violence, dating violence, sexual assault, sexual harassment, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating or domestic violence do occur, Alvin Community College takes the matter very seriously. The College employs protection measures such as interim suspension and/or no contact orders in any case where a student’s behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, he/she is subject to action in accordance with the Alvin Community College Student Code of Conduct. A student wishing to officially report such an incident may do so by contacting the Alvin Community College Campus Police or the Vice President of Student Services. Anyone with knowledge about sexual misconduct or gender-based violence or crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

If you are the victim of gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. If there is any immediate danger while on campus contact Campus Police at 281-756-3700 or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g. counseling, victim advocacy, medical services, etc.) to assist you with the crisis.
3. If you are on campus during regular business hours, you may go to the Admissions Office and request to speak with either of the two Licensed Professional Counselors on staff. If a report has been filed in Brazoria County, assistance may also be obtained from these confidential resources
   - Women’s Center of Brazoria County 281-585-0904
   - Brazoria County Victim Advocate Office 979-864-1230

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph them with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details including the physical description, names, license plate number, car description or write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection e.g. restraining orders, injunctions, protection from abuse, please notify Campus Police or the campus Title IX Coordinator so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from:
   - Alvin Community College Counselors, A100
   - Women’s Center of Brazoria County, Alvin Office, 281-585-0904
   - Women’s Shelter for Domestic Violence and Domestic Assault, 281-585-0902

6. Contact the Alvin Community College Police Department 281-756-3700 if you need assistance with college related concerns, such as Protective or No-contact orders or other protective measures. The Women’s Center of Brazoria County and the Alvin Police Department Crime Victim Liaison will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic accommodations, transportation accommodations, escorts, no contact orders, counseling services and other supports and resources as needed by a victim.

Legal Definitions

Sexual Assault/Rape - Sexual Assault/Rape is defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due incapacitation by means of disability, alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.
The complete Texas rape and sexual assault offense definitions are listed in Texas Penal Code section 22.011 and are listed below.

Sexual Assault is actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:
   - Intentional touching of another person’s intimate parts without that person’s consent; or
   - Other intentional sexual contact with another person without that person’s consent; or
   - Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
   - Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.
   - Where the assailant uses force, fear or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

Other Sexual Offenses
Besides rape, other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).
In Texas, sexual consent is defined as: “Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

**Sex-Based Harassment**

Sex-Based Harassment includes sexual harassment and gender-based harassment.

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the Alvin Community College that sexual harassment is prohibited. All members of the College community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment.

“Sexual harassment” is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by any member of the college community occurs when:

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

**Gender-based harassment** is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

**Unwelcome Conduct** is conduct considered “unwelcome” if the student did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

**Hostile Environment** exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in a College’s program or activity (e.g., administrators, faculty members, students, and campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. But the College will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for a student or students, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student’s education. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

**First Amendment Considerations** - This policy does not impair the exercise of rights protected under the First Amendment. The College’s sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the College applies and enforces this policy in a manner that respects the First Amendment rights of students, faculty, and others.

**Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
• Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
• Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of the chief of campus police, the vice president of student services and/or the executive director of human resources. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the chief of campus police, and/or the vice president of student services. Alvin Community College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the chief of campus police, Vice president of student services and/or the executive director of human resources, the student may inquire or complain to any department chair or any officer of Alvin Community College at the level of Dean or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, Alvin Community College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from Alvin Community College for serious or repeated violations. See the ACC website for more information: http://www.alvincollege.edu/Quick-Links/What-is-Title-IX

State of Texas Definitions per Texas Penal Code

Family Violence: An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.

Dating Violence: An act committed against a victim with whom the actor has or has had a dating relationship; or because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

Dating relationship: A relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

The length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship".

Stalking: A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that constitutes an offense when the actor knows or reasonably should know the other person would regard as threatening. This includes bodily injury or death for the other person; bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person's property; causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and would cause a reasonable person to fear bodily injury or death for himself or herself; fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship; fear that an offense will be committed against the person's property; or feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

Bystander Intervention - Bystander intervention is when a bystander witnesses a potentially harmful or dangerous situation and they have the ability to respond. More detailed and informative information can be found on ACC's Sexual Assault webpage.

Sex Offenders - In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Alvin Community College is providing a link to the Texas State Sex Offender Registry. All sex offenders are required to register in the state of Texas and to provide notice of each institution of higher education in Texas at which the person is employed, carries a vocation or is a student. https://records.txdps.state.tx.us/sexoffender/.
Sex Offender Registration - Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Code of Criminal Procedure 62.152 or any other provision of Code of Criminal Procedure Chapter 62, who is a student at a public institution of higher education, including a college district, shall report that fact to Alvin Community College Police Department.

The person described above shall provide ACC Police Department all information the person is required to provide under Code of Criminal Procedure 62.051(c). The person shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a student at the institution. ACC Police Department shall promptly forward to the administrative office of the institution any information received from the person and any information received from the Texas Department of Public Safety under Code of Criminal Procedure 62.005.

Campus Procedures for Addressing Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Harassment and other acts of sex and gender discrimination.

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. For student offenses including sexual misconduct or other gender based violence, which actions can include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and/or stalking, the aforementioned actions can result in student suspension or expulsion.

Upon receipt of notice, the Title IX Coordinator will conduct a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to suspension or expulsion, based upon a preponderance of evidence. Procedures detailing the investigation and resolution processes of Alvin Community College, along with steps to file a Title IX complaint, can be found online at http://www.alvincollege.edu/Quick-Links/What-is-Title-IX. The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end. Alvin Community College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Title IX Coordinator is responsible for educating students and staff focusing on topics of sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination as covered by Title IX and Clery Act. Provided education and increased awareness will help in the process to protect the safety of victims and to promote accountability for those who commit offenses.

Procedurally, when Alvin Community College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator’s priority is to communicate immediately with the victim to ensure his or her safety is not at risk. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on or off-campus, as well as an on or off-campus victim’s advocate. If the victim wishes to access local community agencies and/or law enforcement for support, Alvin Community College Police Department will assist the victim in making those contacts. No victim is required to utilize these services and resources, but Alvin Community College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, procedures, in the form of this document, is provided to all victims, whether they are a student, employee, or visitor.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under Title IX federal law, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed in writing of the outcome. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of Alvin Community College’s appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing and will be notified when the results of the resolution process become final.

The investigation and records of the resolution conducted by Alvin Community College are maintained confidentially. Information is shared internally between appropriate administrators. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with Texas law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim’s identification. Additionally, Alvin Community College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

For more information regarding Title IX, The Clery Act, the SAVE Act, or Women Against Violence Act, go to http://www.alvincollege.edu/Quick-Links/What-is-Title-IX.
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