ACADEMIC POLICIES
& REGULATIONS
Academic Policies & Regulations

Admissions

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

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

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

Enrollment Services Center

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

Admission Requirements

Students entering college for the first time must be advised by Advising Services. Students should complete testing before their advising session, or bring TASP, THEA, ACCUPLACER, ASSET or COMPASS scores or proof of Texas Success Initiative (TSI) exemption to the session (see Testing section).

Students must provide the records and/or forms listed under the appropriate category. Personal copies may be used for advising; however, an official copy of test scores must be on file before the student may register. (Note: See also Testing and TSI sections.)

Admission Categories

- Graduates from accredited high schools: Admission Application, high school transcript with graduation date, and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.

- Students with GED Certificates: Admission Application, GED scores and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.

- College transfer students: Admission Application, transcripts from previous colleges and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores. Students on probation or suspension must obtain approval from the Dean of Students. Call 281-756-3517 for an appointment.

- Former ACC students: All returning students must provide current transcripts from colleges attended since last attending ACC and THEA, TASP, ACCUPLACER, ASSET or COMPASS test scores.

Former ACC students on academic probation or suspension at another institution must obtain approval from the Dean of Students, 281-756-3517. Returning students who have not attended ACC for one or more years must complete a new admission application.

- Graduates from home school programs: Admission Application, home school transcript verifying graduation date with school official name and signature and THEA, ACCUPLACER, ASSET or COMPASS test scores.

- Dual Credit, Concurrently enrolled high school students or Home School students: Admission Application, Early Admission Contract, official high school transcript and THEA, ACCUPLACER, ASSET or COMPASS test (if not exempt).

- Individual approval - includes graduates of non-accredited schools or individuals without a regionally accredited high school diploma or GED: Admission Application and THEA, ACCUPLACER, ASSET or COMPASS test scores. Note: Students admitted under Individual Approval should take the ACCUPLACER or COMPASS test if applying for financial aid.

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

International Student Regulations

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

1. A completed application form
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. See Credit from Foreign Institutions.
3. A score of at least 500 on the written Test of English as a Foreign Language (TOEFL), 173 on the computerized test and 61 on the IBT (Internet Based Test) test administered by Educational Testing Services, Princeton, NJ, or possess adequate competency in English instruction. Tests must have been taken within the last two years.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country
5. A health form or physician’s statement verifying student’s immunization record
6. For students transferring from another U.S. college or university, the student must have an international students Advisor's Report from the International Student Office at the institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, make a $500 security deposit and complete the Texas Higher Education Assessment (THEA); this test must be taken before enrolling at ACC.

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

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

**Admission to Specific Curriculums**

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

- Child Development/Early Childhood
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Electroneurodiagnostic Technician
- Emergency Medical Technology
- Nursing
- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

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

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

**Transcript Requirement**

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ACC Registrar's Office or when presented in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester unless otherwise noted. Once submitted, transcripts become the property of ACC and cannot be returned. Students applying for financial aid must have academic transcripts in the Registrar's Office before funds will be awarded.

**Placement Testing Requirement**

Although testing is not an admission requirement, it is a requirement for registration. All students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TASP, THEA, ACCUPLACER, ASSET, or COMPASS test scores prior to registration. Testing information may be obtained from class schedules or by calling 281-756-3531. Test scores are used only to place students in appropriate courses. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. Call 281-756-3531 for an appointment.

**Residency Information**

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

**Proof of Residence**

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

**Residency Statuses:**

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

1) - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
2) - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC.

3) - maintained a residence continuously in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.

**Residency Terms and Definitions:**

Maintained a Residence: Physically reside in Texas, which could not have been interrupted by a temporary absence from the state.
Establish a Domicile: For at least 12 months prior to the census date of the semester in which the student enrolls, the student:
- owns real property (land, home) in Texas
- owns a business in Texas
- has a state or local license to conduct a business or practice a profession in Texas
- has been gainfully (full-time) employed in Texas
- has marriage certificate with documentation to support the statement of the spouse's resident status

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

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

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

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

Out-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census date for the given semester by providing one of documents listed with their parent's name and address, along with their parent's IRS federal tax return showing the student as a dependent. (P.O. Box excluded)

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

Other documents may be used that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistantships do not qualify; or

B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one of types listed in section C.

C) Documentation must accompany at least one type of document listed in section B.

- Utility bill for the 12 months preceding the census date
- Texas high school transcript for full senior year preceding the census date
- Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date
- Texas driver's license or Texas ID card with an expiration date of not more than four years
- Texas voter's registration card that has not expired
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies attesting to the provision of services for at least 12 months preceding the census date

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

**Texas Success Initiative (TSI)**

The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062) to give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college.
Alvin Community College academic advisors and counselors will work with students who are skill-deficient, as evidenced through required placement testing, to develop an educational plan to achieve college readiness in weak academic areas. Successful completion of the required developmental sequence of courses will enable students to become “College Ready.”

Required Scores to meet College Readiness Standard
The state minimum passing standard is a score of 230 in reading and in mathematics and a score of 220 in writing. For students who tested before September 1995, the minimum passing standard is 220 in each skill area (reading, math, and writing).

<table>
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<tr>
<th>SUBJECT</th>
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<td>0268</td>
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<td>220+</td>
<td>80</td>
<td>59+</td>
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* Remediation not required but Math 0312 to be taken if a math course is selected.
** Essay scores take precedence over all English scores except THEA (TASP).
***Placement with an essay score of 5 is based on the multiple choice score.
****Additional scores/standards used for Math 1314 placement include:
TAKS - 2400; ACT-21; SAT-550 or High School Pre-Calculus with grade of A or B.

TSI Exemptions
- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum score of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- SAT - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- TAKS-minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math. Scores must be no more than 3 years old.
- Associate or Baccalaureate degree graduates from a Texas public institution of higher education
- Transfer students from private or independent institutions of higher education or an accredited out of state institution and who have satisfactorily completed college-level course work as determined by the receiving institution.
- Transfer students who have been determined to have met college readiness standards.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or member of the armed forces reserve and has been serving for at least 3 years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or served as a member of the armed forces reserve.

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

- Accounting Clerk
- Basic Law Enforcement Academy
- Child Develop/ Early Childhood
- Child Develop/ Early Child. Adm
- Computer Info. Tech.- Data Processing
- Computer Info. Tech.- Networking
- Correctional Administration
- Correctional Science
- Court Reporting Scopist
- Crime Scene Technician
- Culinary Arts
- Industrial Design Technology
- Medical Transcriptionist
- Paralegal
- Pharmacy Technology
- Process Technology
- Radio / TV Broadcasting
- Substance Abuse Counseling
- Texas Peace Officer
- Vocational Nursing
- Word Processing

Developmental Course Requirement
Students who fail one or more sections of the THEA (TASP) or an approved placement test must enroll and attend a developmental course for at least one of the failed sections until all sections are passed or required developmental courses are completed with a grade of “C or better”. Students could be withdrawn from ALL courses for non-attendance of the developmental class.

Individual Educational Plan
Students who do not pass one or more of the minimum passing standards on the placement test at Alvin Community College are required to complete an Individual Educational Plan with an academic advisor before beginning their first semester of college. The Individual Educational Plan shall include:
- the developmental courses required to meet the college readiness standard
- non-developmental courses for which the student is eligible.

TSI Developmental Sequence
Students may complete their TSI obligation for any of the three subject areas (reading, writing, and mathematics) when the following sequence is completed:
1. The student must take the THEA, ACCUPLACER, ASSET or COMPASS and pass.
2. The student must pass the required developmental course sequence for the subject area not passed with a grade of C or better.

### Developmental Courses

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

**Developmental Courses:**
- English 0309, English 0310
- Math 0309, Math 0310, Math 0312
- Reading 0309, Reading 0310, Reading 0312

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

### PSYC 1300 – Learning Strategies Requirement

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

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

### Responsibility for Course Selection

The College provides students with information and academic advice to assist them in making academic decisions. Advising Services, program directors, and department chairs are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling in appropriate courses. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

The student is also responsible for knowing and meeting TSI and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

### Placement Regulations

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as prerequisites or co-requisites). These requirements may be satisfied by successful completion of previous courses; by passing scores on the THEA, TASP, ACCUPLACER, ASSET, or COMPASS test, or by concurrent enrollment in a specific course. Compliance with prerequisites and co-requisites is mandatory for TSI-obligated students.

Prerequisites and co-requisites are identified in the Course Descriptions section of this catalog.

### Texas Common Course Numbering System

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

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

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

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

### Evaluation of Previous Education

**Traditional Education**

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

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

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

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

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

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

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

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

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

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

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

GCE Southwest
Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77842-9203
Phone: 512-528-0909, Fax: 512-528-9293
http://www.gcevaluators.com/

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

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

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

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

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

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<th>CLEP Min Score</th>
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<td>FREN 1411 / 1412</td>
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<td>FREN 2311 / 2312</td>
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<td>French Language</td>
<td>3</td>
<td>8</td>
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<td>FREN 1411 / 1412</td>
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<td>French Literature</td>
<td>3</td>
<td>14</td>
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<td>FREN 2311 / 2312</td>
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<td>German Lang, Level I</td>
<td>50</td>
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<td>GERM 1411, 1412</td>
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<tr>
<td>German Lang, Level II</td>
<td>63</td>
<td>14</td>
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<td>German Language</td>
<td>3</td>
<td>8</td>
<td></td>
<td>GERM 2311 / 2312</td>
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<tr>
<td>Government &amp; Politics / US</td>
<td>3</td>
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<td>GERM 1411 / 1412</td>
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<tr>
<td>History of the US I: US to 1877</td>
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<tr>
<td>History of the US II: 1865 to present</td>
<td>50</td>
<td>3</td>
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<td>HIST 1302</td>
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<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
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<td>PSYC 2314</td>
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<td>Information Systems &amp; Computer Applications</td>
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<td>Language &amp; Composition Test</td>
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<td>Macroeconomics</td>
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<td>ECON 2301</td>
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<td>Macroeconomics, Principles</td>
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<tr>
<td>Management, Principles</td>
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<td></td>
<td>BMGT 1303</td>
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<td>MRKG 1311</td>
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<tr>
<td>Microeconomics</td>
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<td>BIOL 1308 / 1309</td>
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<tr>
<td>Physics B</td>
<td>3</td>
<td>8</td>
<td></td>
<td>PHYS 1401 / 1402</td>
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<tr>
<td>Physics C Electricity and Magnetism</td>
<td>3</td>
<td>4</td>
<td></td>
<td>PHYS 2426</td>
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<tr>
<td>Physics C Mechanics</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Psychology, Introductory</td>
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<td>PSYC 2301</td>
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<td>Sociology, Introductory</td>
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<tr>
<td>Spanish Lang., Level I</td>
<td>50</td>
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<td>SPAN 1411 / 1412</td>
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<tr>
<td>Statistics</td>
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<td>MATH 1342</td>
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<tr>
<td>US History</td>
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<td>HIST 1301 / 1302</td>
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<tr>
<td>Western Civilization I: Ancient East to 1648</td>
<td>50</td>
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<td>HIST 2311</td>
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<tr>
<td>Western Civilization I: 1648 to present</td>
<td>50</td>
<td>3</td>
<td></td>
<td>HIST 2312</td>
</tr>
</tbody>
</table>

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- There is no charge for this service; request evaluation in the Enrollment Services Center.
The International Baccalaureate Diploma Program is a pre-college course of study for secondary school students. The IB program leads to examinations that provide documentation of achievement that qualifies a student for advanced standing. Students who successfully complete the IB Diploma Program will receive 24 semester credit hours of college credit, if certain score levels are met. The student must request that the IB office send official scores to the Alvin Community College Registrar’s Office. The credit is not posted automatically, therefore, the student must request that the scores be evaluated for credit by completing the Credit by Examination Form at the Registrar’s Office. Students will not be charged for this evaluation of credit. After the evaluation, IB credit will be posted to the student’s transcript as credit by examination depicting the course articulated and an S (satisfactory) grade. Credit awarded by another college or university for the IB coursework is not considered transferable without an official report. The courses and the examination scores used as the basis for credit are listed below:

<table>
<thead>
<tr>
<th>IB EXAM</th>
<th>MINIMUM SCORE</th>
<th>ACC SCORE</th>
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<tbody>
<tr>
<td>Biology SL</td>
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<td>BIOL-1406, 1407</td>
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<td>Biology HL</td>
<td>4</td>
<td>BUSI-1301</td>
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<tr>
<td>Business &amp; Management</td>
<td>4</td>
<td>CHEM-1411</td>
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<tr>
<td>Chemistry HL</td>
<td>4</td>
<td>CHEM-1411, 1412</td>
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<tr>
<td>Chemistry HL</td>
<td>5</td>
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<tr>
<td>Computing Studies HL</td>
<td>4</td>
<td>COSC-1415</td>
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<tr>
<td>Economics SL</td>
<td>4</td>
<td>ECON-2301</td>
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<tr>
<td>Economics HL</td>
<td>5</td>
<td>ECON-2301, 2302</td>
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<tr>
<td>English HL Lang A1 or A2</td>
<td>4</td>
<td>ENGL-1301</td>
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<tr>
<td>English HL Extended Essay</td>
<td>A,B,C</td>
<td>ENGL-1302</td>
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<tr>
<td>Environmental Systems</td>
<td>4</td>
<td>GEOL-1405</td>
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<td>Foreign Languages:</td>
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<tr>
<td><strong>French</strong></td>
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<td>Language A1 or A2 or B (HL)</td>
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<td>FREN-1411, 1412</td>
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<tr>
<td>Language B (SL)</td>
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<tr>
<td>Language AB</td>
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<td>FREN-1411</td>
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<tr>
<td><strong>German</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language A1 or A2 or B (HL)</td>
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<td>GERM-1411, 1412</td>
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<tr>
<td>Language B (SL)</td>
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<td>GERM-1411</td>
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<tr>
<td>Language AB</td>
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<td>GERM-1411</td>
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<tr>
<td><strong>Spanish</strong></td>
<td></td>
<td></td>
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<tr>
<td>Language A1 or A2 or B (HL)</td>
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<td>SPAN-1411, 1412</td>
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<tr>
<td>Language B (SL)</td>
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<td>Language AB</td>
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<td>History:</td>
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<td>Europe</td>
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<td>Information Technology in a Global Society</td>
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<td>Mathematics HL</td>
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<td>MATH-2412, 2413</td>
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<td>Mathematics w/further math (SL)</td>
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<td>MATH-1342</td>
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<td>Mathematics Methods (SL)</td>
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<td>MATH-1324</td>
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<td>Mathematical Studies (SL)</td>
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<td>PSYC-2301</td>
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<tr>
<td>Theater Arts</td>
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<td>DRAM-1310</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>4</td>
<td>ARTS-1301</td>
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</tbody>
</table>
**Tech-Prep Program**

Tech Prep programs are an approved sequence of courses that begin in high school and continue with an Associate of Applied Science or technical certificate at Alvin Community College. Agreements and six year plans are created with participating independent school districts to show the process of articulating FREE college credit with ACC. To receive Tech Prep credit a high school student must finish the sequence during the junior and senior year of high school with an 80 or above in the articulated class, must apply for the credit by filing a petition for credit at ACC within 15 months of high school graduation and must major in an associate of applied science program at ACC. If approved, credit will be posted to the college transcript after attending ACC for one semester.

For more information on Tech Prep Programs contact the Alvin Community College Tech Prep Coordinator at 281-756-3846.

Tech Prep Programs at ACC may be found on page 34.

**Nontraditional Education**

Nontraditional academic credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination. Course work credit obtained through a variety of non-traditional methods including continuing education, military training and credit by examination and awarded by a regionally accredited institution of higher education will transfer to ACC. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of nontraditional credit.

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

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

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

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

**Continuing Education Overlay Courses**

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

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes will carry the same tuition and associated fees as credit classes. However, there is no charge for converting CE units to academic credit.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form in the ACC Registrar's Office.
- Academic credit awarded will count as resident credit.
- A grade of A, B, or C will be assigned.

**American Council on Education National Guide to Educational Credit for Training Programs (ACE Guide)**

ACC recognizes learning acquired through corporate universities, military training, professional and volunteer organizations, and other extra institutional learning providers.

- Students desiring credit must present documentation in support of the acquired skill and training experience.
- The evaluation and award of credit will be based upon the recommendation of the ACE Guide.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

**Departmental Credit by Examination**

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

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

Credit and a letter grade of A, B, or C are awarded and posted to the student’s transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript.

**Life Work Experience**

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

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

Core Curriculum

The core curriculum described below is predicated on the judgment that a series of basic intellectual competencies -- reading, writing, speaking, listening, critical thinking, and computer literacy -- is essential to the learning process in any discipline and thus should inform any core curriculum.

READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

WRITING: Competence in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

Instruction and Content in the Core Curriculum

Education, distinct from training, demands a knowledge of various contrasting views of human experience in the world. Both the humanities and the visual and performing arts deal with the individual's reaction to the human situation in analytical and creative ways. The social and behavioral sciences deal with the principles and norms that govern human interaction in society and in the production of goods and services. The natural sciences investigate the phenomena of the physical world. Mathematics examines relations among abstract quantities and is the language of the sciences. Composition and communication deal with oral and written language. Each of these disciplines, using its own methodology, offers a different perspective on human experience. Taken together, study in these disciplines provides a breadth of vision against which students can establish and reflect on their own goals and values.

The outcomes which are specified for the disciplinary areas are thus intended primarily to provide students with a perspective on their experience through an acquaintance with the subject matter and methodology of each discipline. They provide students with the opportunity to understand how these disciplines present varying views of the individual, society, and the world, and to appreciate the methods by which scholars in a given discipline organize and evaluate data. The perspectives acquired in these studies describe the potential, as well as the limitations, of each discipline in understanding the human experience.

The objective of disciplinary studies within a core curriculum is to foster multiple perspectives as well as to inform and deliver content. Disciplinary courses within a core curriculum should promote outcomes focused on the intellectual core competencies, as well as outcomes related to establishing perspectives, and the basic concepts in the discipline -- methods of analysis and interpretation specific to the discipline.

Perspectives in the Core Curriculum

Alvin Community College's core curriculum is designed to help students:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diverse world;
2. Acquire the capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be responsible members of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;
5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationships of the scholarly disciplines.
## Core Curriculum

**Associate of Arts and Associate of Science Degrees**

**Effective June 2010**

<table>
<thead>
<tr>
<th>Core Component</th>
<th>Course Options</th>
<th>Total Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication 010</strong></td>
<td>Required <em>(6 hours)</em>: ENGL 1301 and ENGL 1302 or ENGL 2311</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Select one <em>(3 hours)</em>: SPCH 1315 or SPCH 1318, or SPCH 2335, SPAN 1411, SPAN 1412, FREN 1411, FREN 1412, GERM 1411, GERM 1412, CHIN 1411, CHIN 1412</td>
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<tr>
<td><strong>Mathematics 020</strong></td>
<td>Select one <em>(3 hours)</em>: MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 2412, MATH 2413, or MATH 2414</td>
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<tr>
<td><strong>Natural Sciences 030</strong></td>
<td>Select two <em>(6 - 8 hours)</em>: ASTR 1403, ASTR 1404, BIOL 1308, BIOL 1309, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1301, GEOL 1303, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1445, GEOL 1447, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, or PHYS 2426</td>
<td>6 - 8</td>
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<tr>
<td><strong>Visual and Performing Arts 050</strong></td>
<td>Select one <em>(3 hours)</em>: ARTS 1301, ARTS 1303, ARTS 1304, ARTS 1316, ARTS 2316, ARTS 2348, COMM 2366, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUEN 1125, MUEN 1126, MUEN 2125, MUEN 2126, MUEN 1122, MUEN 1123, MUEN 2122, MUEN 2123, MUEN 1135, MUEN 2135, MUEN 1141, MUEN 1142, MUEN 2141, MUEN 2142, MUEN 1143, MUEN 1144, MUEN 2143, MUEN 2144, MUEN 1151, MUEN 1152, MUEN 2151, MUEN 2152, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310</td>
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<tr>
<td><strong>Humanities 040</strong></td>
<td>Select one <em>(3 hours)</em>: COMM 1307, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1304, PHIL 2306, or any sophomore level Chinese, French, German, or Spanish course</td>
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</table>
| **Social and Behavioral Sciences 070,060,080** | Required *(6 hours)*: GOVT 2301 and GOVT 2302  
Select two *(6 hours)*: HIST 1301, HIST 1302, or HIST 2301  
Select one *(3 hours)*: ANTH 2346, ECON 2301, ECON 2302, GEOG 1301, GEOG 1303, PSYC 1300, PSYC 2301, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, or SOCI 2319 | 15                   |
| **Basic Computer Literacy 090** | Select one *(4 hours)*: BCIS 1305, BCIS 1320, BCIS 1331, BCIS 1405, BCIS 1431, COSC 1420, or COSC 2420 | 3 - 4                 |

**TOTAL CORE CURRICULUM CREDITS**

43 - 45
Core Components and Related Educational Objectives

The following educational objectives have been used as basic guidelines for selected component areas within Alvin Community College’s core curriculum. Educational objectives become the basis for faculty and institutional assessment of core components.

COMMUNICATION (composition, speech)
The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

Educational Objectives
1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

MATHEMATICS
The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Educational Objectives
1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To recognize the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and to understand its connections to other disciplines.

NATURAL SCIENCES
The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the basis for building and testing theories.

Educational Objectives
1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analysis, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch on ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

HUMANITIES AND VISUAL AND PERFORMING ARTS
The objective of the humanities and visual and performing arts in a core curriculum is to expand students’ knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical thinking, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Educational Objectives
1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within a historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts in intercultural experiences.

SOCIAL AND BEHAVIORAL SCIENCES
The objective of a social and behavioral science component of a core curriculum is to increase students’ knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.
Educational Objectives

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one’s responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

Core Curriculum and Transfer

Under the Core Curriculum transfer rules and regulations, all Texas public colleges and universities must accept transfer of credit for successfully completed courses from ACC’s Core Curriculum. (Note: Some universities may deny the transfer of credit in courses with a grade of “D.”) If a student successfully completes ACC’s core curriculum, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution’s core curriculum (see “D” grade exception above). Generally, a student may not be required to take additional core curriculum courses at the receiving institution unless that institution has a larger Board approved core curriculum.

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

Resolution of Transfer Disputes

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

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

Field of Study Curriculum

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

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

- Business Administration
- Computer Information Technology
- Criminal Justice
- Music

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

Teacher Preparation

Each upper division institution requires a method of evaluating the reading, writing and math skills of candidates seeking admission to educator preparation programs. It is the student’s responsibility to become acquainted with the requirements of the education department in the college or university to which he/she expects to transfer.

Registration

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

Schedule Changes

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

Transfer students must bring copies of transcripts to prove completion of pre-requisite courses to registration. Proof of TSI status (exemption, college-ready or scores) should also be brought to registration, if official transcripts have not been received by the Registrar's Office. Without these documents, the student may face delays.

Class Schedules

Class schedules are considered implementation of College policy and an extension of the catalog. The schedule contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant.

Audit Registration

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

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

Senior Citizens Audit Registration

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

Distance Education

Distance education classes is a great option for people who don’t have time to attend class, work irregular hours, or who have family commitments. There are three different ways to take a distance education class:

- **On-line (www)**
  In the schedule these classes are located under the Internet section of each department. These courses use My Blackboard which can be accessed from any computer with Internet access from the ACC home page.

- **TBA (To Be Arranged)**
  These classes will be listed in the schedule with ACC as the location, but the Days and Times will be listed as TBA. These are independent study classes which follow a course outline. To begin the course the student will need to contact the individual instructor for the course instructions and materials.

- **Hybrid Courses (HY)**
  Hybrid courses add flexibility and combine the best of face-to-face and online courses. Typically classes meet one time a week in a traditional face-to-face classroom at a regularly scheduled time for lectures, group work, or other activities. The second part of the class is conducted online using the MyBlackboard. Online students may be required to turn in class assignments, participate in class discussions, or participate in other classroom activities. All HYbrid and Internet classes can be accessed the first day of classes by logging into MyBlackboard which is located on the ACC home page.

What kinds of courses are available?

Courses from almost all of our departments are available in one or more of the above formats. You will need to check our schedule to see which classes will be offered each semester.

How do I register for a Distance Education course?

Register for distance education just like any other class. DE classes fill quickly so it is advised to register early. Online (www) classes and Hybrid (HY) include an additional $25 fee.

Requirements for Online

If you decide to take an online course, there are some technical requirements, including: unlimited access to a computer, ability to navigate on the internet and ability to check-in to your class at least every other day.

What about my books and supplies?

Books and supplies may be purchased from the ACC College Store on-campus or on-line at www.alvinccstore.com.

How do I learn more about Distance Education?

Additional information is available at:
http://www.alvincollege.edu/Current/DE.cfm

Refund Policy

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

- The student must officially withdraw in writing
- Withdrawals are dated the day they are received.
- Class-day count begins at 8:00 a.m. on the date identified “Classes Begin” in the Academic Calendar each semester.
- If tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.
### 2010 - 2011

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

#### Fall - Spring

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**Course-Related Fees**

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

**Definitions for Column Headings**

- **Res-In:** Resident-In District
- **Res-Out:** Resident-Out of District
- **Non-Res:** Non-resident
- **Gen. Svc. Fee:** General Service Fee
- **Tech Fee:** Technology Fee
- **Reg. Fee:** Registration Fee
- **Stu. Serv:** Student Service Fee
- **Sec. Fee:** Security Fee
Students who withdraw from any or all courses on the days listed below will receive the refund indicated.

**Fall and Spring Semesters:**
- Through 6th class day: 100% refund
- 7th through 15th class day of semester term: 70% refund
- 16th through 20th class day of semester term: 25% refund
- After 20th class day of semester term: No refund

**Summer Sessions (5-week classes):**
- Through 2nd class day: 100% refund
- 3rd through 5th class day of semester term: 70% refund
- 6th class day of semester term: 25% refund
- After 6th class day of semester term: No refund

**Summer Session (11-week classes):**
- Through 4th class day: 100% refund
- 5th through 11th class day of semester term: 70% refund
- 12th through 14th class day of semester term: 25% refund
- After 14th class day of semester term: No refund

**Continuing Education Workforce Development Refund Policy**
A 100 percent refund, less a $20 service fee per class, will be given if the student submits a written, signed request for a refund no later than the fifth working day prior to class starting. No refunds will be issued after the five working days before the first class meeting unless class is cancelled by the Continuing Education Workforce Development Department. In this event, 100 percent of the tuition and fees will be refunded. Allow 3 weeks for checks to be mailed. This policy applies to all Continuing Education Workforce Development classes unless otherwise stated. Course tuition/fees are not transferable from one class to another or from one student to another.

**Academic Classifications**
Academic classification is determined as follows:
- **Freshman:** less than 30 semester hours
- **Sophomore:** 30 - 60 semester hours
- **Unclassified:** more than 60 semester hours

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

**Full-time Load:**
- Fall and Spring semester: 12 or more semester hours
- Summer 11-Week session: 8 - 14 semester hours
- Summer Five-Week session: 4 - 7 semester hours

**NOTE:**
- Students receiving financial aid must meet the credit-hour requirements for their financial aid program.
- Students receiving VA benefits should consult with the VA coordinator to determine enrollment status.

**Maximum Course Load**
- Fall and Spring semester: 18 semester hours
- Summer 11-Week session: 7 semester hours
- Summer Five-Week session: 7 semester hours
- Combined Summer Five-Week and 11-Week sessions: 14 semester hours
- 8-Week Mini session: 9 semester hours
- 3-Week Mini session: 3 semester hours

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

**Tuition and Fees**
Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on a student's residence status and the number of hours taken. If a student's residence status changes, the student must go to the Enrollment Services Center to make corrections before registering for classes. Tuition and fees are charged for each registration: Fall, Spring, Summer One, and Summer Two. Students may not attend classes unless tuition and fees are paid.

**Higher Tuition Charged for Third Attempt Classes**
Most college level courses (excluding developmental) taken at Alvin Community College for the third time since the fall of 2002, will be billed an additional $72 per credit hour. This includes courses with grades of W (withdrawn).

The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars that are paid by Texas taxpayers. Selected courses (listed) are exempt from the repeat charges because they are designed to be repeated for additional credit.

**Courses which are exempt from Third Attempt Charges:**

| ARTS 1311 | MUAP 1217 | MUAP 2269 |
| ARTS 1312 | MUAP 1218 | MUAP 2270 |
| ARTS 1317 | MUAP 1237 | MUAP 2281 |
| ARTS 2317 | MUAP 1238 | MUAP 2282 |
| ARTS 2327 | MUAP 1257 | MUEN 1122 |
| ARTS 2334 | MUAP 1258 | MUEN 1123 |
| ARTS 2342 | MUAP 1261 | MUEN 1125 |
| ARTS 2347 | MUAP 1262 | MUEN 1126 |
Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses.

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

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. (Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the excell hours, not do any courses taken at a private or out-of-state institution.)

Excess Developmental Education/Courses

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

Payment Plan

Students may opt to pay for fall and spring tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable $30 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non payment and may forfeit credit for courses. If a student is withdrawn for non payment, all tuition, fees, fines and penalties are collected along with a $100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available beginning with early registration through late registration. Applications are made through WebAccess. Students whose automated payment is declined for any reason is subject to course withdrawal and associated fees/penalties.

Non Payment Reinstatement Fee

(reinstatement subsequent to the census date)

Students who are withdrawn for failure to pay by the established deadline may be assessed a Non-payment fee equal to the current out-of-district tuition rate based on the number of hours reinstated.

Tuition Adjustment for Ad Valorem Tax Payers

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

Tuition Rebate for Baccalaureate Degree

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

Tuition Rebate for Early High School Graduation

Students who graduate in three years from a Texas public high school and are Texas residents may be entitled up to $3,000 in tuition credit for college level courses. The tuition credit can be used in multiple semesters until the full amount is used. Contact your high school counselor for information on how to apply.

Inclement Weather & Closing of the College

If severe weather or emergency situations make it advisable to discontinue classes, the college will makes every effort to notify students through local television, radio stations and the ACC web site at www.alvincollege.edu or www.school-closings.net. Make-up days for official college closings will be scheduled as needed.
Emergency Management and Evacuation Plan

Alvin Community College has an Emergency management Plan found on the college web site that outlines procedures for various emergency situations that may occur on campus. Training and evacuation procedures are conducted annually for staff and students to ensure the safe evacuation of individuals should an emergency arise. Staff and students should immediately report all offenses, incidents, accidents, and suspicious activities to the campus police so that an investigation can be promptly conducted. All crime statistics are published on the ACC web site, in the Parking Rules and Regulations brochure, and in the ACC Student Handbook.

HyperAlert

HyperAlert is the Alvin Community College emergency notification system. All students, faculty and staff are encouraged to register and become part of this system. It is designed to quickly warn the college community of possible threats, severe weather and school closings. For more information visit the college web site www.alvincollege.edu and view HyperAlert.

HyperAlert Student Registration

Follow these simple steps to register your contact information:

1. Enter www.HyperAlert.com
2. User name and password are the same for your initial set up:
   - User Name:
     Enter - Alvin, first initial, last name (without spaces or commas, not case sensitive)
     e.g. User Name: alvinjdoe
   - Password:
     Enter Student ID Number: (be sure to include leading zeroes) - e.g. - 0775333
3. Choose the method of notification

Emergency Student Notification

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

Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Students who fail to meet payment deadlines may be withdrawn. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence.

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

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

The College may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus at anytime if there is evidence that the student's admission, continued admission, or presence on campus may pose a safety 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 in his sole discretion based on written and/or oral evidence. The student will have an opportunity to respond to the evidence in a conference with the College President or designee.

Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. He/she has the right to suspend a student from class whenever the behavior is believed to be disruptive or inappropriate.

Cell Phones and Pagers

Cell phones and other electronic devices are to be kept in the silent or off position while in the classroom. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook.

Children in Class / Unattended Minors

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

Class Withdrawal

Students should talk to the course instructor before withdrawing. The withdrawal process begins in the Enrollment Services Center and is finalized with a college advisor. Course withdrawal can be completed on campus or by fax. Online withdrawal is NOT permitted. Faxed requests should be submitted to the Enrollment Services Center. Include full name, student ID or SSN, course and section number, signature and a current phone number. Students who do not withdraw by the published deadline will receive a grade for the course. All withdrawals must be consistent with Texas Success Initiative policies. Withdrawal deadlines are published in the Academic Calendar found in this publication, Semester Schedule Bulletin or the college web site.

Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received in the Enrollment Services Center after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W.
Withdrawals may affect:
- current and future financial aid awards (may require repayment of aid)
- veterans benefits
- insurability (students carried on parents' health insurance plan)

Military Service Policy for Withdrawals
Any student who is called into active military service, upon presentation of military orders, may request through the Dean of Students the following:
- Institutional refund of the tuition and fees paid for the semester of the withdrawal;
- Receive an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript, or;
- As determined by the instructor, receive an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

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

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

Grading
**Grade-Point Value**
- A: Excellent – Four grade points per semester hour
- B: Good – Three grade points per semester hour
- C: Average – Two grade points per semester hour
- D: Poor – One grade point per semester hour
- F: Failure – No grade points per semester hour

AU: Audit – Grade points not assigned
I: Incomplete – Grade points not assigned
   An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F. An instructor may extend an Incomplete grade deadline for one additional semester by submitting an **Incomplete Grade Extension** form to the Registrar's Office. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F.

IP: In Progress – Grade points not assigned
   An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.

R: Re-enroll – Grade points not assigned
   The R grade is used with all court reporting machine shorthand courses, CRTR 2331 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG or VNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.

S: Satisfactory – Grade points not assigned
   The S grade is used only for non course-based developmental instruction and nontraditional education.

U: Unsatisfactory – Grade points not assigned
   The U grade is used only for non course-based developmental instruction.

W: Withdrawn – Grade points not assigned
   Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.

WE: Withdrawn/with exception - Grade points not assigned
   Students who file withdrawal requests by the published deadline with the Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.

Calculation of Grade Points
Grade points earned are calculated by multiplying the semester hour value of a course attempted at Alvin Community College by the grade point value of the grade received in the course for grades of A, B, C, D or F. The grades of AU, I, IP, R, S, W and WE, have no point value and are not included in any grade point calculation. Example: 3-semester hour course graded A produces 12 grade points.

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

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

Honors Grade Point Average is composed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated, both grades will be calculated.

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

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<tr>
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<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Less than 60</td>
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Exceptions to this grading system may exist and are published in the Student Information Plan distributed in class.

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. Instructors grading requirements are included in the Student Information Plan (SIP) distributed in class.

Grades are available to students by the following means:
- Transcripts provided by the Registrar's Office
- Online through WebACCess at www.alvincollege.edu

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

Academic Honors
Presidential Scholar
Presidential scholars are selected during the spring term. A student may receive the honor one time only. 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 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- completed at least 12 college-level semester hours at ACC during the previous calendar year.
- No record or pending charges of disciplinary action or academic dishonesty.

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

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

Academic Suspension/Probation
The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. However, students who do not make satisfactory progress in the following curriculums will be subject to removal from the curriculum:
- Court Reporting
- Diagnostic Cardiovascular Sonography
- Electroneurodiagnostics
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Nursing
- Nursing - Transition
- Polysomnography
- Respiratory Care
- Vocational Nursing

See the requirements for each curriculum in the Educational Programs section of this catalog.

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.

Change of Student Information
Students may make changes to personal information by completing a Student Data Change Request form and submitting it to the Enrollment Services Center or online through WebAccess. Name, address, phone numbers, e-mail address, and emergency contact information must be current. A restriction prohibiting registration and transcript services will be imposed for information found to be incorrect.
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 at all times.

Challenge to Accuracy of Records

Students who desire to challenge the accuracy of their records must present their request in writing to the Registrar. Forms are available in the Enrollment Services Center.

Records Restriction

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

Transcript Requests

Students may request official transcripts by completing the Request for Transcript Service form in the Enrollment Services Center, by letter or fax to 281-756-5812 or online if sent to an electronic trading partner. The letter or fax must include the student’s name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, signature and daytime phone number. Phone requests are accepted when the transcript is to be mailed to another college or university; call the Enrollment Services Center at 281-756-3531. All requests must provide a complete address to which the transcript is to be sent. Online requests may be made at www.alvincollege.edu.

Except for peak operational periods, transcripts are provided within 24 hours of receipt of the request. There is no charge for transcripts sent by regular, first-class mail or electronically. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures.

Student Grievance Procedure

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

Graduation Requirements

The College may award a degree or certificate when a student has completed the requirements. To receive a diploma for the degree or certificate, a student must apply for graduation in the Enrollment Services Center. Deadlines and fees for graduation are published in the semester class schedule.

To graduate at ACC, a student must:

1. complete 18 college-level semester hours in residence at Alvin Community College for an associate degree; complete 14 college-level semester hours in residence for a certificate. Semester hours granted for nontraditional education do not apply toward hours in residence required for graduation.
2. earn a minimum 2.0 grade point average in courses completed which apply to the student’s particular degree or certificate.
3. file an application for graduation with the Enrollment Services Center by the published deadline.
4. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have a restriction placed on their records, prohibiting graduation.

If a graduation applicant does not fulfill degree or certificate requirements in the designated semester, the applicant must reapply and pay for the updated diploma.

Graduation Under a Particular Catalog

To graduate, students must complete the requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Enrollment Services Center office. Students who interrupt their studies at Alvin Community College for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they are readmitted. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program. Students may have a maximum of two active associate degree programs and/or certificates on file.

Transfer Graduation Policy

Former Alvin Community College students may graduate under the AAT, AA or AS degree programs and/or certificates on file. To graduate, students must complete the requirements of the ACC Catalog in effect at the time they transferred to another college/university if:

- the remaining credits were completed at an accredited college or university.
- the credit was completed within three years from the date of last attendance at ACC.
- the student has met all remaining conditions for graduation as published in the institutional catalog.

Course Substitution

Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Enrollment Services Center or department chair.
Graduation with Honors GPA
Degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at graduation. The grade point average includes all credit hours completed in residence at ACC (excluding developmental courses and court reporting grades of R) and all grades for repeated courses. Appropriate scholastic honors are recorded on the student’s transcript and diploma as follows:

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

Educational Guarantee
Programs – Transfer Credit
Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which participate in the Texas Common Course Numbering System provided the following conditions have been met:

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

The transfer plan must include:
- courses to be taken for transfer,
- the name of the institution to which the student plans to transfer,
- the bachelor’s degree and major the student plans to pursue,
- the date the decision was made, and
- an Associate in Arts or Associate of Science degree plan.

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Provost Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a “Transfer Dispute Resolution” process can be initiated. Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour (not to exceed twelve semester hours) which are acceptable to the receiving institution.

This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books or other course related expenses.

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

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

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

AIR FORCE

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world’s greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or on-line at www.uh.edu/afrotc.

All courses and physical training sessions take place at the University of Houston Main Campus. Flight orientation occurs at airports in the Houston metro area. Community College students are required to complete a four-year academic plan detailing the courses they will take to complete a four-year degree and specifying when they will graduate. This will require them to meet with a counselor at one of our four-year cross-town schools listed below. This requirement ensures that two-year students plan on transferring to a four-year school to finish our program.

Course Credit

ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College and will also transfer to any four-year institution that participates in Air Force ROTC. The following four-year schools currently participate in our program: University of Houston, University of Houston-Downtown, Rice University, Texas Southern University, The University of St. Thomas, The University of Texas Health Science Center at Houston, and Houston Baptist University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

Four-Year Program

The General Military Course (GMC) is the first half of the four year ROTC program and is taken during the freshman and sophomore years. This program allows the student to experience Air Force ROTC without obligation (unless the student is on an Air Force ROTC scholarship). Each semester of the GMC consists of one classroom hour of instruction as well as Leadership Laboratory each week.

AFROTC Scholarship Opportunities

Air Force ROTC offers various scholarship opportunities for students at Alvin Community College. For additional information on AFROTC scholarship opportunities, please visit the AFROTC website at www.afrotc.com or call 1-800-4AFROTC.

ROTC training is one of ACC’s many electives and helps to prepare students for leadership roles.
### Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have a maximum of two active associate degree programs and/or certificates on file.

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

TechPrep programs are described on page 19.

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<td>Criminal Justice - Law Enforcement &amp; Police Administration</td>
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Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have a maximum of two active associate degree programs and/or certificates on file.

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

TechPrep programs are described on page 19.
Alvin Community College has partnered with Texas State Technical College, the leader in technical education to offer three new electrical certificate programs.

**Commercial Electrician:** In this program, students will get an introduction to working with electricity in commercial industries. Students will learn the basics of electrical installation, commercial wiring methods and how to accurately read and interpret blueprints to produce working drawings.

**Industrial Electrical Technology:** In as little as four months, students will learn the skills needed to trouble-shoot and repair control devices and other electronic equipment used in industries including manufacturing, refining, processing and other commercial industrial fields.

**Programmable Logic Controller Specialization:** The mainstay of today’s industrial control system is the programmable logic controller (PLC), a small computer-like device that monitors and controls most of the equipment used in manufacturing, processing and factory settings. Through the PLC Specialization program, students can take the knowledge gained in the Construction Electrician and Industrial Electrical Technology programs to next level by learning the fundamentals of PLCs and their systems.

- Financial aid is available to those who qualify
- Learn in a state-of-the-industry training lab
- After program completion, get career counseling and job referrals to local companies and private industries

To learn more call 281-412-9482.

*Before entering the ACC/TSTC industrial electrical technology program, students will be evaluated for mechanical and math skills as well as language proficiency.*