

## 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.

## Refund Policy

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

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

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

Fall and Spring Semesters:

Through 6th class day . . . . . 100% refund  
7th through 15th class day 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.
- Students seeking loan deferrals should consult with the Enrollment Services Center to determine course load requirements.

## Maximum Course Load

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

PLEASE CONSULT THE ALVIN COMMUNITY COLLEGE WEBSITE [alvincollege.edu](http://alvincollege.edu) FOR 2011-2012 TUITION AND FEES.

## Course-Related Fees

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

## 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 additionally at the current out-of-district hourly rate. This includes courses with grades of W (withdrawn).

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

Courses which are exempt from Third Attempt Charges:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2317	ARTS 2327	ARTS 2334
ARTS 2342	ARTS 2347	ARTS 2349
ARTS 2357	ARTS 2367	ARTS 2377
*CRTR 1207	*CRTR 1357	*CRTR 1359
CRTR 1404	CRTR 1406	CRTR 2236
CRTR 2331	CRTR 2401	CRTR 2403
CRTR 2435	MUAP 1262	MUAP 1269
MUAP 1270	MUAP 1281	MUAP 1282
MUAP 1291	MUAP 1292	MUAP 2217
MUAP 2218	MUAP 2237	MUAP 2238
MUAP 2257	MUAP 2258	MUAP 2261
MUAP 2262	MUEN 1126	MUEN 1141
MUEN 1142	MUEN 1151	MUEN 1152
MUEN 2122	MUEN 2123	MUEN 2125
MUEN 2126	MUEN 2141	MUEN 2142
MUEN 2151	MUEN 2152	MUSC 2447
PHED 1100, 1110	PHED 1102, 1112	PHED 1103, 1113
PHED 1106, 1116	PHED 1108, 1118	PHED 1109, 1119
PHED 1120, 1121	PHED 1122, 1123	PHED 1124, 1130
PHED 1126, 1131	PHED 1132, 1133	PHED 1134, 1136
PHED 1135, 1137	PHED 1138, 1148	PHED 1139, 1149
PHED 1140, 2140	PHED 1141, 1142	PHED 1143, 1144
PHED 1145	PHED 1146	PHED 1147, 1157
PHED 1150, 2150	PHED 1151	PHED 1152
PHED 2100, 2101	PHED 2102, 2103	PHED 2104
PHED 2105	PHED 2108, 2109	PHED 2110, 2111
PHED 2112	PHED 2113, 2115	PHED 2114, 2116

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

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

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. (Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the excell hours, 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-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 make every effort to notify students through local television, radio stations and the ACC web site at [www.alvincollege.edu](http://www.alvincollege.edu) or [www.school-closings.net](http://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 are registered 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](http://www.alvincollege.edu) and view HyperAlert.

## 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

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

Withdrawal options:

- in person at the Enrollment Services Center,
- by written request mailed to the ESC 3110 Mustang Road, Alvin, TX 77511
- by email -Withdrawal@alvincollege.edu

*Email withdrawals will only be accepted if sent from the official email address on file with the college. This may be verified from profile information on WebACCess. Include the course rubric (ENGL), number (1301), and section (01), your student ID number, and date of birth.*

## 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.

There will be no penalty assessed to students receiving any form of financial aid.

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

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

Exceptions to this grading system may exist and are published in the syllabus found on-line.

### Grade Reporting

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

- Transcripts provided by the Registrar's Office
- Online through WebACCess at [www.alvincollege.edu](http://www.alvincollege.edu)

## Grade Challenge Petition

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

## 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.

## Phi Theta Kappa - Honor Society

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

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

A letter of invitation is mailed to eligible students.

## Academic Probation/Suspension

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

### Commencement Ceremony

All graduates are encouraged to participate in the Commencement Ceremony. ACC conducts one Commencement Ceremony each year in May for fall, spring and summer graduates. Students participating in the ceremony must purchase a cap and gown through the ACC College Store.

### 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.

5. Diplomas will be mailed one month after the end of the graduation semester, except December which will be mailed six weeks after the end of the Fall semester.

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 may petition for graduation under the program and catalog year on file at Alvin Community for three years from date of last enrollment. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate program. Students are limited to one active associate degree program or certificate at a time.

### Transfer Graduation Policy

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

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

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