

# Academic Policies & Regulations



## Admissions

To apply or to request information in person, visit the Office of Admissions and Academic Advising. 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.

## Admission Requirements

Students entering college for the first time must be advised by the Office of Admissions and Academic Advising. 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, 281-756-3517.
- **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 readmission 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, Concurrent Enrollment Form, 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 Counselor 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.

### Credit from Foreign Institutions

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service. ACC will accept an evaluation from the following evaluators:

- Educational Credential Evaluators
- Foreign Credentials Service of America (FCSA)
- International Education Research Foundation
- SpanTran
- World Education Services
- Educational Evaluator International

Inquiries regarding these services should be directed to the International Student Affairs Office at 281-756-3531.

### 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 funds must have academic transcripts in the Registrar's Office before funds will be awarded.

### 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 registering for classes. Information about test dates, locations and registration may be obtained from class schedules or by calling 281-756-3526. Test scores are used to place students in appropriate courses; they are not used to deny admission to college. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed. An appointment to discuss accommodations can be made by calling 281-756-3531.

### 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, if necessary. Tuition and fees at registration are based on this classification. Transfer students will maintain the residence classification status issued by the last public college or university attended during the 12 months prior to the term for which they are applying at ACC.

#### 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 and entitled to pay in-state resident tuition at ACC:

- 1) A person who;
  - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
  - maintained a residence continuously in Texas for the 36 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.
- 2) A person who;
  - established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
  - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.
- 3) A dependent of a parent who;
  - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and
  - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

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

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

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

#### Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Registrar's Office and provide supporting documentation proving the residence classification claimed. Any change made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the census date of that semester. If the change is made prior to or on the census date, it 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, in addition to their parent's IRS federal tax return showing the student as a dependent.

- Texas permanent driver's license showing ACC District address (P.O. Box excluded)
- 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 (P.O. Box excluded)
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. Box excluded)
- Other third party documentation (check with Registrar)

- 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

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

A 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.

- A) An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or
- B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
  - Title to real property in Texas
  - Marriage certificate with documentation to support that spouse is a resident of Texas
  - Ownership of business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership of the person or dependent's parent.
  - State or local licenses to conduct a business or practice a profession in Texas.
- C) Documentation must accompany at least one type of documents listed in section B.
  - Utility bill for the 12 months preceding the census date
  - Texas high school transcript for full senior year preceding the census date
  - Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date
  - Texas driver's license or Texas ID card with an expiration date of not more than four years

### 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
- Emergency Medical Technology
- Nursing
- Nursing-Transition
- 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.

### Texas Success Initiative (TSI)

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. The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062).

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).

### PLACEMENT CHART

SUBJECT	THEA (TASP) from 9/95	ACCUPLACER Multiple Choice	WritePlacer or Other essay**
<b>READING</b>			
0309	0-195	0-68.4	
0310	196-229	68.5-77.4	
1312	230+*	77.5+*	
<b>MATH</b>			
0309	0-209	1-50.4	
0310	210-229	50.5-62.4	
0312	230-269**	62.5-85.4**	
1314	270+	85.5+	
<b>ENGLISH</b>			
0309	0-185	0-70.4	0-4
0310	186-219	70.5-79.4	***
1301	220+	79.5+	6+

\* READ 0312 not required remediation but may be taken if a reading course is selected. If a D is made in READ 0310, college ready status in reading may be earned by taking READ 0312 and earning a C or better in the course

\*\* 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.

### TSI Exemptions

- ACT - a combined score of 23 or higher with a minimum of 19 on English and math grants a full exemption. A combined score of 23 or higher with a minimum of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- SAT - a combined score of 1070 or higher with a minimum of 500 on both English and math grants a full exemption. A combined score of 1070 with a minimum of 500 on verbal grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must not be more than 5 years old.
- 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	Legal Office Assistant
Basic Law Enforcement Academy	Management Development
Child Develop/ Early Childhood	Medical Coding
Child Develop/ Early Child. Adm	Medical Transcriptionist
Computer Data Processing	Office Assistant
Computer Networking	Paralegal
Correctional Administration	Process Technology
Correctional Science	Radio Broadcasting
Court Reporting Scopist	Substance Abuse Counseling
Crime Scene Technician	Television Broadcasting
Culinary Arts	Texas Peace Officer
Drafting Technology	Vocational Nursing
Emergency Medical Technology	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, as well as a developmental psychology course that focuses on study skills. 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 the Office of Admissions and Academic Advising.

#### Developmental Courses:

- English 0309, English 0310
- Math 0309, Math 0310, Math 0312
- Reading 0309, Reading 0310, Reading 0312
- Psychology 0309

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.

### Responsibility for Course Selection

The College provides students with information and academic advice to assist them in making academic decisions. The Office of Admissions and Academic Advising, program director, and department head 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 corequisites). 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 corequisites is mandatory for TSI-obligated students.

Prerequisites and corequisites 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. Course work credit obtained through a variety of non-traditional methods including continuing education non-regionally accredited private and technical course work, military training and credit by examination is not directly transferrable to ACC. Transferred grades must meet departmental degree criteria.

Transferred course work is posted to the student's record using ACC course identification to assist transfer students with course selection. Proper course selection and the nonduplication of course work remain the responsibility of the student.

## Tech-Prep Education

A Tech Prep program is a state-approved sequence of courses which begins in high school and continues with a two-year associate of applied science degree from a community college. Each program integrates academic and technical instruction, with an emphasis on students beginning their preparation while in high school, thus reducing duplication of courses and cost during the transition from high school to the community college. Upon satisfactory completion of the high school component of the Tech Prep program, students may enter the community college program with articulated credit from their high school.

For more information on these programs, students should contact their High School Counselor or the Dean of Technical Programs at Alvin Community College. Students and parents are encouraged to view further information about Tech Prep at ACC on the website at <http://www.alvincollege.edu/NEWS/HIGHSCHOOL/TECHPREP/>.

Currently approved Tech Prep programs at ACC:

Child Development & Early Childhood  
 Communications – Radio and/or Television  
 Computer Science-Networking  
 Computer Science-Computer Programming  
 Communications-Television Broadcasting  
 Criminal Justice -Correctional Science  
 Culinary Arts  
 Diagnostic Cardiovascular Sonography - Echocardiography  
 Diagnostic Cardiovascular Sonography - Non-Invasive Vascular  
 Drafting Technology  
 Emergency Medical Technology  
 Licensed Vocational Nursing  
 Management Development  
 Nursing Degree  
 Nursing Transition (LVN to RN)  
 Office Professional  
 Paralegal

## 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 the Office of Admissions and Academic Advising.

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 21 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.

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

### Continuing Education Overlay Courses

An overlay course is a semester-credit-hour course offered 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.

## Credit by Exam - Advanced Placement /CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2302
American Literature		50	3	ENGL 2326
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Art / History of Art	3		6	ARTS 1303 / 1304
Art / Studio Art	3		6	ARTS 1316 / 1317
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		8	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
English Composition (with or without essay)		50	6	ENGL 1301 / 1302
English Literature		50	6	ENGL 2322 / 2323
French Language, Level I		50	8	FREN 1411 / 1412
French Language, Level II		62	14	FREN 1411 / 1412
French Language	3		8	FREN 2311 / 2312
French Literature	3		14	FREN 1411 / 1412
				FREN 2311 / 2312
Freshman Composition		50	6	ENGL 1301 / 1302
German Language, Level I		50	8	GERM 1411 / 1412
German Language, Level II		63	14	GERM 1411 / 1412
				GERM 2311 / 2312
German Language	3		8	GERM 1411 / 14/12
Government & Politics / US	3		3	GOVT 2302
History of the US I: US to 1877		50	3	HIST 1301
History of the US II: 1865 to present		50	3	HIST 1302
Human Growth and Development		50	3	PSYC 2314
Information Systems & Computer Applications		50	4	COSC 1401
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3		3	ECON 2301
Macroeconomics, Principles		50	3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3		3	ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Natural Sciences		50	6	BIOL 1308 / 1309
Physics B	3		8	PHYS 1401 / 1402
Physics C Electricity and Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology, Introductory	3	50	3	PSYC 2301
Sociology, Introductory		50	3	SOCI 2301
Spanish Language, Level I		50	8	SPAN 1411 / 1412
Spanish Language, Level II		63	14	SPAN 1411 / 1412
				SPAN 2311 / 2312
Spanish Language	3		8	SPAN 1411 / 1412
Spanish Literature	3		14	SPAN 1411 / 1412
				SPAN 2311 / 2312
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I: 1648 to present		50	3	HIST 2312

- 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.
- If credit is approved, the student must pay the current hourly tuition rate for each course before credit is posted to a transcript.

## International Baccalaureate Diploma Program

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

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

- 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 Registrar's Office 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 Registrar's Office 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.
4. The form is returned to the Registrar's Office and a copy of the completed evaluation is mailed to the student along with an invoice if credit is based on CLEP/AP and ACE guidelines.
5. After payment is received, the nontraditional credit is posted to the student's academic record. A transcript showing 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.

## 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;

# CORE CURRICULUM

Associate of Arts and Associate of Science Degrees

Effective June 2008

Core Component	Course Options	Required Semester Hours
Communication 010	Required (6 hours): ENGL 1301 and ENGL 1302 Select one (3 hours): SPCH 1315, SPCH 1318, or SPCH 2335	9
Mathematics 020	Select one (3 hours): MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 2412, MATH 2413, or MATH 2414	3
Natural Sciences 030	Select two (8 hours): BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1445, GEOL 1447 PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426	8
Visual and Performing Arts 050	Select one (3 hours): ARTS 1301, ARTS 1303, ARTS 1304, ARTS 2348, DRAM 1310, DRAM 1351, DRAM 1352, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309, or MUSI 1310	3
Humanities 040	Select one (3 hours): ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, HUMA 1301 HUMA 1302, PHIL 1301, PHIL 2306, or any sophomore level French, German, or Spanish course	3
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 1405, BCIS 1431, COSC 1401, COSC 1420, or COSC 2420	4
<b>TOTAL CORE CURRICULUM CREDITS</b>		<b>45</b>

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.

## 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.

## 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.

- To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch on ethics, values, and public policies.
- 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 analysis, 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

- To demonstrate awareness of the scope and variety of works in the arts and humanities.
- To understand those works as expressions of individual and human values within a historical and social context.
- To respond critically to works in the arts and humanities.
- 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.
- To articulate an informed personal reaction to works in the arts and humanities.
- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
- 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

- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.
- To use and critique alternative explanatory systems or theories.
- To develop and communicate alternative explanations or solutions for contemporary social issues.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- 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.

- To understand the evolution and current role of the U.S. in the world.
- To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To analyze, critically assess, and develop creative solutions to public policy problems.
- 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.
- 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:

- 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.
- 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.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

## Field of Study Curriculum

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

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

- Business Administration
- Criminal Justice
- Music
- Nursing

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.

## Physical Activity Requirement

The two physical activity courses may have the same number if the courses are taken during different semesters. **Students are strongly advised to research the transferability of repeated courses before enrollment.** Three-semester-hour PHED classes do not meet the physical activity requirement.

## 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 is permitted on the last day of late registration each semester on a space available basis to admitted students who do not wish credit for the course.

To audit a course, students must complete admission to the college and an Audit Registration form in the office of Admissions and Academic Advising. Payment for audit registration is due immediately. Charges and refunds for audit registration are the same as for credit registration.

Students who register in a course for credit may not change their registration status to audit. Likewise, students who register in a course for audit may not change their registration status to credit.

## 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 two different ways to take a distance education class:

- **On-line**  
In the schedule these classes are located under the Internet /Television section of each department. These courses use WebCT, 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.

### What kinds of courses are available?

Courses from almost all of our departments are available in one or more of these 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. TV and Online (www) classes include an additional \$25 fee.

### What about my books and supplies?

books and supplies may be purchased from the ACC Bookstore on-campus or on-line at <http://www.alvincollege.edu/current/collegestore.cfm>.

### 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 approximately six weeks after the close of registration. A student's eligibility for a refund is based on these regulations:

- The student must officially withdraw in writing (see *Withdrawing from Classes* section).
- Withdrawals are dated the day they are received in the Registrar's Office.
- 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.

### Refund-Withdrawing from Courses

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

#### Fall and Spring Semesters:

Through Late Registration . . . . .	100% refund
2nd 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 Late Registration . . . . .	100% refund
2nd through 5th class day of semester term . . . . .	.70% refund
5th through 6th class day of semester term. . . . .	.25% refund
After 6th class day of semester term . . . . .	No refund

#### Summer Session (11-week classes):

Through Late Registration . . . . .	100% refund
2nd through 10th class day of semester term . . . . .	.70% refund
11th through 14th class day of semester term. . . . .	.25% refund
After 14th class day of semester term . . . . .	No refund

### Refunds-Schedule Changes

If students change their schedules and the net result is an increase in tuition and fees, they must pay the difference. If the net result is a decrease in tuition and fees, the refund is based on the refund schedule. If the net result is no change in tuition and fees, there is no charge.

## 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 Registrar's Office 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 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 Registrar's Office 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 \$58 per credit hour. This includes courses with grades of W (withdrawn).

## Fall 2008 - Spring 2009

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.

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg. Fee	Stu. Serv.	Sec. Fee	Total Charges		
	Res-In	Res-Out	Non-Res						Res-In	Res-Out	Non-Res
1	\$90	\$174	\$330	\$5	\$20	\$21	\$22	\$10	\$168	\$252	\$408
2	\$90	\$174	330	10	20	21	22	10	173	257	413
3	\$90	\$174	330	15	20	21	22	10	178	262	418
4	\$120	232	440	20	20	21	22	10	213	325	533
5	\$150	290	550	25	20	21	22	10	248	388	648
6	180	348	660	30	20	21	22	10	283	451	763
7	210	406	770	35	30	21	22	10	328	524	888
8	240	464	880	40	30	21	22	10	363	587	1,003
9	270	522	990	45	30	21	22	10	398	650	1,118
10	300	580	1,100	50	30	21	22	10	433	713	1,233
11	330	638	1,210	55	30	21	22	10	468	776	1,348
12	360	696	1,320	60	30	21	22	10	503	839	1,463
13	390	754	1,430	65	30	21	22	10	538	902	1,578
14	420	812	1,540	70	30	21	22	10	573	965	1,693
15	450	870	1,650	75	30	21	22	10	608	1,028	1,808
16	480	928	1,760	80	30	21	22	10	643	1,091	1,923
17	510	986	1,870	85	30	21	22	10	678	1,154	2,038
18	540	1,044	1,980	90	30	21	22	10	713	1,217	2,153

\*Other specific course fees may apply

## Summer 2009

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg. Fee	Stu. Serv.	Sec. Fee	Total Charges*		
	Res-In	Res-Out	Non-Res						Res-In	Res-Out	Non-Res
1	\$90	\$174	\$330	\$5	\$20	\$21	\$6	\$5	\$147	\$231	\$387
2	90	174	330	10	20	21	6	5	152	236	392
3	90	174	330	15	20	21	6	5	157	241	397
4	120	232	440	20	20	21	6	5	192	304	512
5	150	290	550	25	20	21	6	5	227	367	627
6	180	348	660	30	20	21	6	5	262	430	742
7	210	406	770	35	30	21	6	5	307	503	867
8	240	464	880	40	30	21	6	5	342	566	982
9	270	522	990	45	30	21	6	5	377	629	1,097
10	300	580	1,100	50	30	21	6	5	412	692	1,212
11	330	638	1,210	55	30	21	6	5	447	755	1,327
12	360	696	1,320	60	30	21	6	5	482	818	1,442
13	390	754	1,430	65	30	21	6	5	517	881	1,557
14	420	812	1,540	70	30	21	6	5	552	944	1,672

### 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 and TV 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

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 1237	MUAP 2269
ARTS 1312	MUAP 1238	MUAP 2270
ARTS 1317	MUAP 1257	MUAP 2281
ARTS 2317	MUAP 1258	MUAP 2282
ARTS 2327	MUAP 1261	MUEN 1122
ARTS 2334	MUAP 1262	MUEN 1123
ARTS 2342	MUAP 1269	MUEN 1125
ARTS 2347	MUAP 1270	MUEN 1126
ARTS 2349	MUAP 1281	MUEN 1141
ARTS 2357	MUAP 1282	MUEN 1142
ARTS 2367	MUAP 1291	MUEN 1151
ARTS 2377	MUAP 1292	MUEN 1152
CRTR 1404	MUAP 2217	MUEN 2122
CRTR 1406	MUAP 2218	MUEN 2123
CRTR 2331	MUAP 2237	MUEN 2125
CRTR 2401	MUAP 2238	MUEN 2126
CRTR 2403	MUAP 2257	MUEN 2141
CRTR 2435	MUAP 2258	MUEN 2142
MUAP 1217	MUAP 2261	MUEN 2151
MUAP 1218	MUAP 2262	MUEN 2152

**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 \$20 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.

**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 Office of Admissions and Academic Advising 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 website 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.

## 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 website [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 will be withdrawn.

Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. (Also see sections on Schedule Changes and Withdrawing from Classes.)

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 will 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 prohibited. Violators are subject to disciplinary action as outlined in the Alvin Community College Student Handbook and Alvin Community College Procedures Manual.

## 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.

## Withdrawing from Classes

It is recommended that a student talk to the instructor before withdrawing. The procedure begins in the Registrar's Office. **Students CAN NOT drop classes online - WebACCess does not process course withdrawals once registration has ended.** The student must take the form to the Financial Aid Office and to the Office of Admissions and Academic Advising by the published deadline. Failure to withdraw in writing will result in a failing grade. All withdrawals must be consistent with TSI policies.

If a student cannot withdraw in person, a request may be mailed to the Office of Admissions and Academic Advising or faxed to 281-756-3843. Include name, student ID number, course number(s), phone number where you can be reached and signature. Confirm receipt of the faxed withdrawal at 281-756-3531.

Withdrawing from classes may affect a student's enrollment in other courses, insurance eligibility, and eligibility for financial aid and/or veterans benefits for **both current recipients and future applicants**. Therefore, before withdrawing, students are advised to:

- review insurance policies regarding college attendance requirements (usually applies to students carried on parents' health/insurance plans) and/or
- consult with the Financial Aid Office and/or
- consult with the Veterans Coordinator.

### 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 Student Services 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.

### 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 Office of Admissions and Academic Advising after the census date and before the withdrawal deadline for each semester are recorded on the student’s transcript with the grade of W.

### Course Drop Limit Provisions

Beginning Fall 2007, all first-year students enrolled 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 term. 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 Academic and Technical Deans. 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 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 noncourse-based developmental instruction and nontraditional education.
- U Unsatisfactory – Grade points not assigned  
The U grade is used only for noncourse-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.

### 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, and W 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.

### 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 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](http://www.alvincollege.edu)

### Grade Challenge Petition

Students have one year from date of assignment to challenge a grade.

Grade change requests begin with the course instructor and must be approved by the instructor and the Division Chair or Dean of Technical Programs or Dean of Academic Programs.

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 must be presented to the Department or Division Chair. Further appeals will be directed through the appropriate Division Chair, the Dean of Technical Programs and/or the Dean of Academic Programs, and the Academic Affairs committee. 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
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Nursing
- Nursing - Transition
- 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.

Students receiving financial aid will be given a Satisfactory Progress Form to identify the requirements they must meet to continue receiving financial aid each semester.

### Name or Address Change

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Registrar's Office. Personal information includes such items as name, address, telephone number, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Registrar's Office will place a restriction on a student's records if the Post Office returns the student's mail because of an incorrect address or if the student cannot be reached at the phone number reported.

## 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 Registrar's Office.

## 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 Registrar's Office 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 Registrar's Office or by letter or fax, (281) 756-3834. 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, and signature. Phone requests are accepted when the transcript is to be mailed to another college or university; call (281) 756-3502. 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 Dean of Instruction, Student and Community Services and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President, a hearing before the Board of Regents.

## 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 by the published deadline.

### 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 Registrar's Office. Deadlines and fees for graduation are published in the semester class schedule.

To graduate at ACC, a student must:

1. complete 24 college-level semester hours in residence at Alvin Community College for an associate degree; complete 12 college-level semester hours in residence for a certificate. In either program, at least half the hours in residence must be the student's major. Semester hours granted for nontraditional education, including credit by examination, 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 Registrar's Office 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 Registrar's 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.

### 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 and core academic requirements for a degree or certificate will not be waived. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Office of Admissions and Academic Advising, department chair or Registrar's Office.

### 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 Office of Admissions and Academic Advising.

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 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 ACC Office of Admissions and Academic Advising. 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.

# Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate.

## THE ASSOCIATE OF ARTS (AA) DEGREE:

- Art
- Drama
- General Liberal Arts
- General Studies
- Music-Instrumental Concentration
- Music-Voice Concentration
- Musical Theater
- Psychology
- Sociology
- Sports and Human Performance

## THE ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE

The AAT is designed to provide a set of courses within the Teacher Certification areas which will fully transfer to any public college or university in the State of Texas that offers educator preparation programs. Specific Teaching tracks include: Early Childhood - Grade 4; Grades 4-8; EC-12 Bilingual and Special Education; and 8-12. The transfer student must meet the admission requirements from the accepting college or institution.

## THE ASSOCIATE OF SCIENCE (AS) DEGREE:

- Biological Science
- Business Administration
- Communications/Radio and Television Broadcasting
- Health Science
- Mathematics
- Physical Science

## THE ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE:

- Business Technology - Legal Office Professional
- Business Technology - Medical Office Professional
- Business Technology - Office Professional
- Child Development/Early Childhood
- Communications-Radio/TV Broadcasting
- Computer Science - Computer Programming
- Computer Science - Networking
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement & Police Administration
- Culinary Arts
- Diagnostic Cardiovascular Sonography-Echo
- Diagnostic Cardiovascular Non/Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health / Addiction Counseling

## THE ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE (CONTINUED)

- Nursing
- Nursing Transition
- Paralegal
- Polysomnography
- Process Technology
- Respiratory Care

## THE ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE WITH ENHANCED SKILLS CERTIFICATE:

- Court Reporting
- Emergency Medical Technology
- Diagnostic Cardiovascular Sonography
- Polysomnography

## THE CERTIFICATES:

- Business Technology - Accounting Clerk
- Business Technology - Legal Office Assistant
- Business Technology - Medical Coding & Billing Specialist
- Business Technology - Office Assistant
- Child Development/Early Childhood
- Child Development/Early Childhood Administration
- Communications-Radio/TV Broadcasting
- Computer Science-Data Processing
- Computer Science-Networking
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Basic Law Enforcement Academy
- Criminal Justice-Texas Peace Officer
- Culinary Arts
- Culinary Management
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Mental Health / Addiction Counseling
- Paralegal
- Process Technology
- Vocational Nursing

## SECOND DEGREE OR CERTIFICATE

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate.



## 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](http://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](http://www.afrotc.com) or call 1-800-4AFROTC.

### ARMY

The goal of the U.S. Army ROTC program is to develop technically competent, physically fit and highly motivated men and women for positions of responsibility as commissioned officers in the active Army, the Army Reserve and Army National Guard. Upon completion of the curriculum, students will have an understanding of the fundamental concepts and principles of the military as an art and as a science. The leadership and managerial experience gained through ROTC provides great benefit for students in both their civilian endeavors and their military careers.

General statutory authority for establishment and operation of the ROTC program, including the scholarship program, is contained in Title 10, United States Code, Chapter 103 (Sec. 2102-2111). Specific rules and procedures are found in U.S. Army Regulation 145-1.

#### Course Credit

ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College. Freshman and sophomore level classes are open to all students, regardless of age or physical condition. No military obligation is incurred as a result of enrollment in these courses.

For additional information contact the Enrollment Officer at University of Houston 713-743-3880