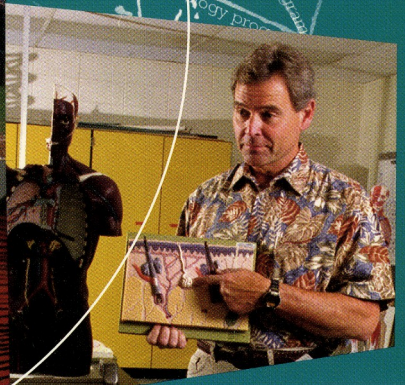


catalog **2005-2006**



The  
**ACC**

**Advantage**

Alvin Community College





## ALVIN COMMUNITY COLLEGE

# General Catalog for 2005-2006

Volume 56, No. 1 • August 2005

### Alvin Community College is Accredited by:

Commission on Colleges of the  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
Telephone Number: 800-248-7701  
to award associate degrees and certificates.

### Also Approved and Accredited by:

Texas Higher Education Coordinating Board,  
Texas College and University System

### Member:

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 2005 fall semester.

### Interpretation of Catalog

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

### Table of Contents

Academic Calendar .....	2
ACC Phone Listing .....	4
General Information .....	5
Academic Policies & Regulations .....	10
Student Services .....	30
Educational Programs .....	36
Course Descriptions .....	113
Board of Trustees, Administration, Faculty & Staff .....	155
Indexes .....	165
How to Reach ACC/PC .....	168



# ACADEMIC CALENDAR

## FALL SEMESTER 2005

Jul 18-Aug 23	Fall 2005-Telephone/Web Registration
Jul 30	THEA Test
Aug 1-2	Early Campus Registration
Aug 11	New Student Orientation
Aug 22-23	Campus/Web Registration
Aug 23	Payment Deadline
Aug 24	Faculty/Staff Workshop
Aug 24-26	Late Registration and Schedule Changes
Aug 25	Classes Begin
Aug 26	Weekend Classes begin
Sep 5	Labor Day Holiday
Sep 12	Census Date
Oct 3	Application Deadline for December Graduation
Oct 29	THEA Test
Nov 11	Withdraw Deadline
Nov 14-Jan 10	Spring 2006 - Telephone/Web Registration
Nov 23-25	Thanksgiving Holidays
Dec 4	Weekend Classes End
Dec 6	Weekday Classes End
Dec 7- 13	Finals-Weekday Classes
Dec 9-11	Finals - Weekend Classes
Dec 12-13	Spring 2006 - Early Campus Registration
Dec 16-Jan 2	Winter Break - College Closed (except for 3-Week Mini)

## 8-Week Fall Mini Semesters

### First 8-Weeks

Jul 18-Aug 23	Web/Telephone Registration
Aug 1-2	Early Campus Registration
Aug 22-23	Campus/Web/Tel
Aug 24-26	Late Registration
Aug 25	Classes Begin
Sep 1	Census Date
Sep 5	Labor Day Holiday
Oct 3	Withdraw Deadline
Oct 14	Classes End/Finals

### Second 8-Weeks

Sep 26-Oct 14	Campus/ Web/Telephone Registration
Oct 17-18	Late Registration
Oct 17	Classes Begin
Oct 24	Census Date
Nov 21	Withdraw Deadline
Nov 23-25	Thanksgiving Holidays
Dec 7	Classes End/Finals

## Holiday Mini Semester

Nov 21-Dec 14	Campus/ Web/Tel Reg.
Dec 27	Classes Begin
Dec 27	Late Registration
Dec 28	Census Date
Jan 4	Withdraw Deadline
Jan 9	Classes end/Finals

## Spring Semester 2006

Nov 14-Jan 10	Spring 2006- Telephone/Web Registration
Dec 12-13	Early Campus Registration
Dec 16-Jan 2	Winter Break-College Closed
Jan 3	College Reopens
Jan 9-10	Campus/Web Registration
Jan 10	Payment Deadline
Jan 11	Faculty/Staff Workshop
Jan 11-13	Late Registration and Schedule Changes
Jan 12	Classes Begin
Jan 13	Weekend Classes Begin
Jan 16	Martin Luther King, Jr. Day - College Closed
Jan 30	Census Date
Feb 24	TCCTA Convention
	No day classes on Friday. Weekend classes (Fri. eve., Sat., Sun.) will meet. Offices close 12 noon, Friday
Mar 3	Application Deadline for May Graduation
Mar 13-17	Spring Break-College Closed
Apr 10-May 22	Summer One & 11 Week- Telephone/Web Registration
	Withdraw deadline
Apr 11	Spring Holidays-College Closed
Apr 14-17	THEA Test
Apr 22	Awards Day
Apr 24	Weekday Classes end
April 28	Weekend Classes end
April 30	Summer One & 11 Week - Early Campus Registration
May 1-2	Weekday Finals
May 1-4	ADN Pinning Ceremony
May 4	Weekend Finals
May 5-7	Commencement
May 9	4 Day Week begins
May 12	TDCJ Graduation
May 15	GED Commencement
May 24	



## 8-Week Spring Mini Semesters

### First 8-Weeks

Nov 14-Jan 10	Web/Tel Reg.
Dec 12-13	Early Campus Registration
Jan 9-10	Campus/Web/Tel
Jan 11-13	Late Registration
Jan 12	Classes Begin
Jan 16	Martin Luther King Jr. Day - College Closed
Jan 20	Census Date
Feb 20	Withdraw Deadline
Mar 3	Classes End/Finals

### Second 8-Weeks

Feb 13-Mar 3	Campus/ Web/Tel Reg.
Mar 6-7	Late Registration
Mar 6	Classes Begin
Mar 13-17	Spring Break - College Closed
Mar 20	Census Date
Apr 14-17	Spring Holidays - College Closed
Apr 20	Withdraw Deadline
May 2	Classes End/Finals

### Early Summer Mini Semester

April 17-May 10	Campus/ Web/Tel Reg.
May 11	Classes Begin
May 11	Late Registration
May 15	Census Date
May 18	Withdraw Deadline
May 22	Classes End/Finals

## Summer 2006

### Summer I and 11 Week

Apr 10-May 30	Summer One and 11-Week Classes - Telephone/WebRegistration
May 1-2	Early Campus Registration
May 29	Memorial Day Holiday
May 30	Campus Registration
May 30	Payment Deadline
May 31	Late Registration and Schedule Changes
May 31	Classes Begin
Jun 6	Census Date- Summer One
Jun 13	Census Date-11-Week
Jun 14	Application Deadline for August graduation
Jun 17	THEA Test
Jun 19	Withdraw Deadline - Summer One
Jul 4	Independence Day Holiday
Jul 5	Summer One Classes End/Finals

### Summer II and 11 Week

Jul 6	Campus/Telephone/Web Registration
Jul 10	Late Registration & Schedule Changes
Jul 10	Audit Registration
Jul 10	Classes Begin
Jul 13	Census Date-Summer Two
Jul 17- Aug 22	Fall 2006 - Telephone/Web Registration
Jul 20	Withdraw Deadline- 11 Week & Summer Two Classes
Jul 29	THEA Test
Aug 1-2	Fall 2006-Early Campus Registration
Aug 1	11 Week Classes End
Aug 2-8	Finals-11-Week Classes
Aug 8	Summer Two Classes End/Finals
Aug 18	Last Friday Offices are Closed

## CONTINUING EDUCATION

Continuing Education Course Registration is conducted on a daily basis. For course offerings contact 281-756-3787



# Alvin Community College Phone Listing

281-756-3500 (For numbers not listed)

\*Area Code is (281) for all telephone numbers

## Administrative Offices



President	756-3598
Administrative Coordinator	756-3600
Dean of Financial & Administrative Services	756-3594
Dean of Instruction, Student Services	756-3718
Dean of Technical Programs	756-3619
Dean of Pearland Center and Continuing Education	756-3789
Associate Dean of Student Services	756-3517
Division Chair of English & Fine Arts	756-3711
Division Chair of Social Sciences	756-3730
Division Chair of Math & Sciences	756-3749
Division Chair of Industrial Technology	756-3642
Division Chair of Allied Health & Human Services	756-3658
Division Chair of Business Technologies	756-3782
Director of Information Technology	756-3536
Director of Admissions/Academic Advising	756-3531
Director of Fiscal Affairs	756-3509
Director of Learning Lab	756-3556
Director of Marketing & Enrollment Management	756-3552
Director of Human Resources	756-3639
Director of Physical Plant	756-3583
Director of Institutional Effectiveness/Research	756-3663
Director of Athletics	756-3691

## Departmental and Staff Offices

Academic Enhancement/TASP Center	756-3565
Accounting	756-3660
Admissions/Advising	756-3531
Admissions Information	756-3531
Agriculture	756-3749
Art	756-3605
Biology	756-3749
Business Programs	756-3660
Business Office/Cashier	756-3514
Cafeteria	756-3679
Campus Police	756-3700
Center for Professional & Workforce Development	756-3789
Chemistry	756-3741
Child Development Laboratory School	756-3644
Child Development/Early Childhood	756-3644
Communications	756-3765
Computer Science	756-3782
Continuing Education Office	756-3787
Court Reporting	756-3757
Criminal Justice	756-3779
Diagnostic Cardiovascular Sonography	756-3656
Distance Education	756-3728
Drafting Technology	756-3784
Drama	756-3607

Electronics	756-3667
Emergency Medical Technology	756-3650
English	756-3711
Financial Aid Office	756-3524
Fitness Center	756-3691
Foreign Language	756-3709
Geology	756-3745
Horticulture	756-3749
Information Technology	756-3536
International Students	756-3531
KACC Radio-TV	756-3892
Learning Lab	756-3566
Library	756-3559
Management Development	756-3812
Marine Robotics Technology	756-3677
Mathematics	756-3705
Media Center	756-3567
Mental Health	756-3652
Music	756-3587
Nursing	756-3634
Off-Campus Housing Information	756-3531
Paralegal	756-3642
Office Administration	756-3810
Pearland Center	756-3900
Physical Plant Operations	756-3583
Physics	756-3745
Process Technology	756-3785
Public Relations Office	756-3600
Reading	756-3556
Registrar's Office	
Admission & Enrollment Application Status	756-3507
FAX	756-3834
Graduation/Transfer Evaluation	756-3506
Transcript Service	756-3502
Respiratory Care	756-3658
Social Sciences	756-3730
Speech	756-3612
Sports & Human Performance	756-3691
Student Activities Office	756-3686
Student Employment/Financial Aid Office	756-3524
Technical Programs	756-3619
Testing Center	756-3526
Theater Box Office	756-3609
Upward Bound Program	756-3849
Veteran's Certification Services	756-3531
Vocational Nursing	756-3632
Welding	756-3671

## Services for Students with Disabilities

 Voice	756-3531
 TDD	756-3845







## History

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the College was administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax district, and College Board were established to assume the management, control, and operation of a newly created Alvin Junior College District.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an \$8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

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

## Philosophy

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

## Mission

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students. The College seeks to implement its philosophy by providing quality post-secondary educational services (including occupational/technical, college transfer, and adult programs) for all those who can benefit from them, as well as quality occupational/technical program opportunities for area secondary students. The College also seeks to provide accessible educational services, through varied formats and schedules and full- and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions. In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning. Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in College programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and behavior; and through experiences to develop personal, social, and cultural dimensions. The College is accountable for its mission within the limitations of its physical and financial resources.



## Institutional Goals

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

1. To provide appropriate academic courses in the arts and sciences for those pursuing associate degrees or planning to transfer to a senior institution.
2. To provide one- and two-year technical programs that prepare graduates to enter business or industry with marketable skills.
3. To provide programs that assist students to master skills that are fundamental to academic and career achievement.
4. To provide continuing education programs that incorporate current and new technical courses, training partnerships with business and industry, and other opportunities for individuals to acquire and upgrade skills or seek personal enrichment.
5. To provide an environment that supports and encourages students in their academic advancement and assists them in their personal and social development.
6. To provide for the systematic measurement of academic excellence and institutional effectiveness and evaluate the progress of the institution's achievement of its strategic objectives.
7. To provide opportunities for collaboration, cooperation, and/or articulation with area schools, community colleges, universities, industries, and local government.
8. To maintain a commitment to educational excellence through intensive efforts to recruit, retain, develop, and support an outstanding faculty and staff.
9. To provide a cost-effective use of human, physical, and fiscal resources.
10. To maintain a safe and inviting campus environment.
11. To recruit, retain, and educate students to their selected level of educational success.

In addition to the goals described above, Alvin Community College subscribes to the purpose of the public community college as outlined in Section 130.003 of the Texas Education Code.

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Work force development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

## Facilities

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of sixteen buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, and storage complexes.

The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Associate Dean of Student Services, Office of Admissions and Academic Advising, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab, classrooms, the Library, and offices for the Physical Plant, GED, and various faculty. The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the Theater/ auditorium.

The Health and Paramedical Technologies Center contains offices, classrooms and laboratories for all health-related departments. A Child Development Laboratory School is also located in the building. The lower floor houses the offices of the Dean of Technical Programs. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a crime lab. Facilities for instruction in industrial programs include an electronics lab, auto mechanics lab, and a welding lab and fabrication shop.

The Student Center consists of the Texas Room (a student lounge), the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

The Physical Fitness Center includes the athletic offices, the gym, two weight rooms, four racquetball courts, saunas, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track, a soccer/football field, a softball field, and related fitness equipment.

The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Dean of Instruction, Student and Community Services, and the University Parallel Division Chairs.

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center. The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

The Nolan Ryan Center for Continuing Education is a 12,000 square foot Center built by the Nolan Ryan Foundation and donated to the College in 1996. The building contains the office of the



Dean of Pearland Center and Continuing Education Programs, the Continuing Education Office, and the Center for Professional and Workforce Development (CPWD). It also contains a classroom for the College's CPWD and a community room that seats 200 people. The remaining portion of the building houses the Nolan Ryan Exhibit Center.

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

### **Pearland Center**

The Pearland Center is located at 2319 North Grand Boulevard in Pearland.

Credit classes as well as Continuing Education classes are taught at the Pearland Center. Classes are offered Monday through Thursday and on weekends.

## **Public Notice, Compliance Statements, and Student Right to Know**

### **Civil Rights:**

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

### **Rights of Individuals with Disabilities:**

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

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

For information about your rights and grievance procedures, contact the Associate Dean of Student Services, (281) 756-3517, or the Director of Human Resources, (281) 756-3639, at 3110 Mustang Road, Alvin, Texas 77511-4898.

La admisión a los programas del colegio se efectúa a base de los requisitos descritos en este catálogo. Alvin Community College tomará medidas para asegurar que el desconocimiento del idioma inglés no sea obstáculo a la admisión a todos los programas. Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número (281) 756-3517 o con la Directora de Personal al número (281) 756-3639, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

**Persistence, completion and graduation rates** of full-time undergraduate certificate or degree-seeking students attending Alvin Community College are available from the Office of Institution Effectiveness and Research. The College also reports beginning **salaries earned by recent graduates.**

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

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

### **Directory Information**

The act further provides that certain portions of student records are deemed directory information and may be released to the public without the student's consent. Directory information includes name, current address, telephone number, major, dates of attendance, full or part-time enrollment, degrees and awards received and dates granted, previous educational institution(s) attended, and eligibility and participation in officially recognized activities and sports. Students who do not want their Directory Information released must make written request each semester to the Registrar's Office.

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

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment.

Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.



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

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

**Sex Offender Information:** To comply with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, or working on college campuses, Alvin Community College provides a website: [www.alvincollege.edu/police/sexoffenderinfo.htm](http://www.alvincollege.edu/police/sexoffenderinfo.htm). To access the website simply click on the address, then read the caveats and agree to the terms. You will be able to search by name or location.

**Religious Holy Days:** In compliance with Texas Education Code, Section 51.911, Alvin Community College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must file forms for this purpose (available in the Office of Admissions and Academic Advising) by the 15th calendar day of the semester.

**Illegal Drugs:** In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus. Any student caught with an illegal drug will be liable to disciplinary action as described in the Alvin Community College Student Handbook.

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



Alvin Community College offers a safe and secure environment for students.



## 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 Associate Dean of Student Services, 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 Associate Dean of Student Services, 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.

- **Concurrently enrolled high school students or home school students.** Admission Application, Concurrent Enrollment Form, school transcript verifying completion of junior year **with school official name and signature**, and THEA, ACCUPLACER, ASSET or COMPASS test.

- **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.

**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), or 173 on the computerized test administered by Educational Testing Service, Princeton, NJ, or possess adequate competency in English instruction courses.
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, an educational background letter from the International Student Office at that institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, enroll in and attend International Student Orientation each semester during their first year, and deposit a \$500 security fee with the ACC Business Office, refundable when the student graduates or transfers.



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 Research Foundation– Credential Evaluation Service
- SpanTran
- World Education Services

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

A student's registration must comply with state regulations contained in Rules and Regulations: Residence Status published by the Texas Higher Education Coordinating Board. Copies of this publication are available at <http://www.theccb.state.tx.us/reports/pdf/0183.pdf>. When students are admitted, they are informed of their residence classification based on information on their application and supporting documentation. Tuition and fees at registration are based on this classification.

#### Proof of Residence

An independent student must provide documentation for both state and in-district classification that shows the student's name and address. A dependent student must provide their parent's current

IRS 1040 federal tax return and parent's state residence must be proved with documentation including parent's name as required for each residency status.

### Residency Status

- Texas Resident/In-District: A Texas resident (see above) who proves they physically reside within the geographic boundaries of the ACC District at time of their admissions.
- Texas Resident/Out-District: A Texas resident who physically resides outside the geographic boundaries of the ACC District at time of their admissions.
- Non-Resident: An individual who is:
  - a citizen, national, or permanent resident of the United States, but who has not resided in Texas for the twelve months immediately prior to the census date.
  - an alien who has been permitted by Congress to adopt the United States as his or her domicile while in this country, but who has not resided in Texas for the twelve months immediately prior to the census date.
  - a citizen or national of another country.
- Non-Resident/HB 1403: An individual who is:
  - an alien and has filed a declaration of intention to become a permanent resident with the proper federal immigration authorities.
  - an alien and has lived in Texas 3 or more consecutive years leading up to graduation from a Texas high school or receipt of GED, has not taken college courses at a Texas college or university prior to fall 2001 and has filed an affidavit with the college or university indicating the student will apply for permanent resident status as soon as he/she is able to do so. (The student is not required to hold a nonimmigrant visa or to have applied for or been awarded permanent U.S. citizenship.)

### Reclassification of Residency Status

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. Documentation received after the census date will apply, if unchanged, to the next semester.

**Out-of-District to In-District:** An independent individual 18 years of age or older who has moved to an in-district residence may receive in-district tuition status. Students must prove residence prior to the census date for the given semester by providing one of the following documents with student's name and address:

- 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
- Other third party documentation (check with Registrar)



**Out-of-State to Texas Resident:** An independent individual 18 years of age or older who has come from outside Texas, and who is gainfully employed in Texas for a 12-month period immediately preceding admissions in an educational institution, may be classified as a resident of Texas.

Students must prove residence for the 12 months immediately prior to the census date, for the given semester, by providing an employer's statement of employment or pay stubs for the last 12 months plus three of the following documents with student's name and address:

- Texas Voter Registration card showing a 12 month period
- Lease agreement for the last 12 months
- Bank statements from the last 12 months
- Texas Vehicle registration document
- Mortgage and/or closing documents from home purchase
- Property tax receipts for the year preceding enrollment
- Current credit report that includes the student's length and place of residence
- Current Federal Income Tax Return
- Texas permanent driver's license (the expiration date minus date of enrollment should not exceed three years)
- Texas high school transcripts for the full senior year immediately preceding admissions.
- Other third party documentation (check with Registrar)

Note: Employment as a student worker/assistant with the college does not qualify as gainful employment.

A student's residence status can 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 the student's parents, full-time employment of the student's spouse, parents in a state supported college or university in Texas, or temporary assignments of the student's parents out of Texas that do not affect actual legal residence. Further details about residency can be obtained from the Registrar's Office.

### 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, retesting, enrollment in a study skill class and other college prescribed strategies will be used to 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	
1320	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+

\* 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.



### Scores Required to Meet TSI Standard

THEA or TASP	TASP (before 1995)	Accuplacer	Writeplacer
English	220		5 & essay of 79.5 or 6
Reading	230	77.5	
Mathematics	230	85.5	

### TSI Retesting Requirement

Students who score below the minimum standard on any section will be required to retest on that section.

### Minimum Standard Scores:

THEA	Reading: 201	Mathematics: 206	Writing: 205
ACCUPLACER	61	42	62*
*0-4 Essay or 5 essay and below 62 on Sentence Skills			
ASSET	35	30	35
**0-4 Essay or 5 essay and below 35 on Writing Skills			
COMPASS	64	23	44*
*0-4 Essay or 5 essay and below 44 on Writing Skills			
MAPS	111	609	307*
*0-4 Essay or 5 essay and below 307 on Sentence Skills			

### 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.
- 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.
- Exit level TAKS-minimum score of 2200 on the English Language Arts with a minimum score of 3 on the writing subscore; 2200 on math grants a full exemption. A score of 2200 on the English Language Arts with a minimum of 3 on the writing subscore grants a partial exemption in English. A score of 2200 in math grants a partial exemption in 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:

Basic Law Enforcement Academy	Management Development
Child Develop/ Early Childhood	Marine Robotics
Child Develop/ Early Child. Adm.	Medical Coding & Billing
Computer Data Processing	Medical Transcriptionist
Computer Networking	Office Assistant
Computer Repair Technology	Paralegal
Correctional Administration	Process Technology
Correctional Science	Radio Broadcasting
Court Reporting Scopist	Substance Abuse Counseling
Crime Scene Technician	Television Broadcasting
Drafting Technology	Texas Peace Officer
Electronic Technology	Vocational Nursing
Emergency Medical Technology	Word Processing
Legal Office Assistant	

### 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 Development 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, if the initial test score was above the minimum standard deviation.
3. The student must retest for the subject area not passed if the initial test score was below the minimum standard deviation and pass.
4. If the student does not pass the subject area test, then the student may enroll in an approved, college-level course for the subject area. In addition, students are required to meet with the Department Chair for an additional program of remediation before a college-ready status will be awarded.



## 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 and is recommended for TSI-exempt 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 colleges and universities previously attended as part of the admission process. An incoming transcript is evaluated no later than one semester after receipt of the 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 from nonregionally accredited institutions may be considered under the nontraditional/experiential standards. Transferred grades must meet departmental certificate/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.



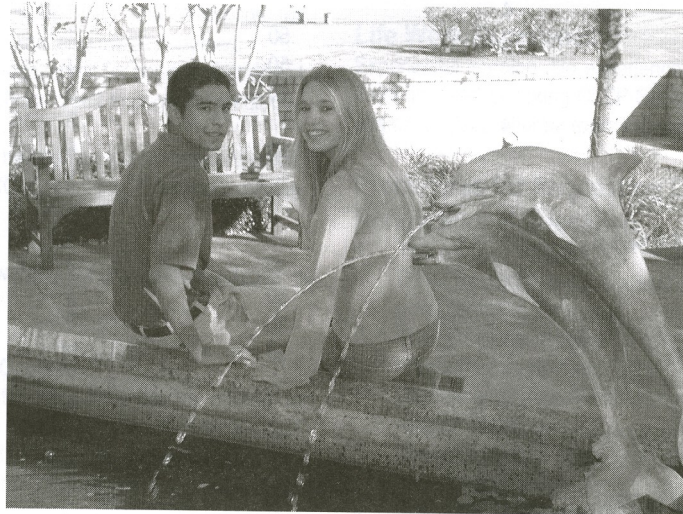
## Tech-Prep Education

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 Care and Development
- Communications – Radio Broadcasting and Communications
- Computer Repair
- Criminal Justice -Correctional Science
- Diagnostic Cardiovascular Sonography - Echocardiography
- Diagnostic Cardiovascular Sonography - Non-Invasive Vascular
- Drafting Technology
- Emergency Medical Technology
- Management Development
- Marine Robotics
- Nursing Degree
- Nursing Transition (LVN to RN)
- Office Administration
- Paralegal
- Respiratory Care
- Television Broadcasting
- Vocational Nursing



ACC students take a break at the college courtyard.



# Credit by Exam - Advanced Placement /CLEP

(CLEP general exams are not accepted)

Academic Policies  
& Regulations

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Intro.		50	3	ACCT 2301
American Government		50	3	GOVT 2302
American Literature		50	3	ENGL 2326
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Biology		50	6	BIOL 1406
Business Law, Introduction		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	4		4	MATH 2413
Calculus BC	4		8	MATH 2413 / 2414
Chemistry		50	6	CHEM 1411
Chemistry	4		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
English Composition (with or without essay)			6	ENGL 1301 / 1302
English Literature		50	6	ENGL 2322 / 2323
Freshman Composition		50	3	ENGL 1301
French Lang, Level II		62	6	FREN 2311 / 2312
German Lang, Level II		63	6	GERM 2311 / 2312
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
Info Systems & Computer		50	4	COSC 1401
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics, Principles		50	3	ECON 2301
Macroeconomics	4		3	ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics, Principles		50	3	ECON 2302
Microeconomics	4		3	ECON 2302
Natural Science		50	6	BIOL 1308 / 1309
Physics B	3		8	PHYS 1401 / 1402
Physics C Mechanics	3		4	PHYS 2425
Physics C Electricity and Magnetism	3		4	PHYS 2426
Psychology, Introductory		50	3	PSYC 2301
Sociology, Introductory		50	3	SOCI 2301
Spanish Language, Level I		50	8	SPAN 1411, 1412
Spanish Language, Level II		66	14	SPAN 1411, 1412 SPAN 2311 / 2312
Statistics	3		3	MATH 1342
Trigonometry		50	3	MATH 1316
US History	4		6	HIST 1301 / 1302
Western Civilization I: West to 1660		50	3	HIST 2311
Western Civilization I:1660 to present		50	3	HIST 2312

### College Level Examination Program (CLEP) and Advanced Placement (AP) Program

- Credit for CLEP Subject and AP exams is considered non- traditional credit.
- 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.



## 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. 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.
- 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 fully admitted and 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 and presenting documentation if required.
2. The Registrar's Office sends the form to the appropriate department chair for evaluation. Departmental approval is not normally required for ACE Guide recommendations.
3. The department chair sends the form to the division chair or dean for final approval.
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

Associate of Arts and Associate of Science Degrees

Effective August 2004

Core Component	Course Options	Required Semester Hours
Communication	Required (6 hours): ENGL 1301 and ENGL 1302 Select one (3 hours): SPCH 1315 or SPCH 1318	9
Mathematics	Select one (3 hours): MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1348, MATH 1350, MATH 2412, MATH 2413, or MATH 2414	3
Natural Sciences	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, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426	8
Visual and Performing Arts	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	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	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 2301, PSYC 2308, PSYC 2314, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319	15
Basic Computer Literacy	Select one (4 hours):  BCIS 1405, BCIS 1431, COSC 1401, COSC 1418, COSC 1420, or COSC 2420	4
<b>TOTAL CORE CURRICULUM CREDITS</b>		<b>45</b>



## 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;

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.
- To understand the importance of specifying audience and purpose and to select appropriate communication choices.
  - To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
  - To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
  - To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
  - 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

- To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
- To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
- To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
- To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
- To recognize the limitations of mathematical and statistical models.
- 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

- To understand and apply method and appropriate technology to the study of natural sciences.
- 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.
- 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.



6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

### Core Curriculum and Transfer

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

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

### Resolution of Transfer Disputes

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

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

institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

### Field of Study Curriculum

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

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

- Business Administration
- Communication/TV
- Computer Science
- 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

Alvin Community College recognizes the importance of physical activity/education as a collegiate concept. Therefore, the College requires two semester hours of physical activity as partial satisfaction of degree requirements. Any exception to this policy must be approved by the Dean of Instruction, Students and Community Services. 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 should bring copies of transcripts and proof of TSI status score reports to registration. 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 without payment of tuition and fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. See Audit Registration section above.

## Refund Policy

Refunds will be mailed 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:

Prior to 1st class day of semester term . . . . .100% refund  
 1st 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):

Prior to 1st class day of semester term . . . . .100% refund  
 1st 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):

Prior to 1st class day of semester term . . . . .100% refund  
 1st 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 Six-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.



## Fall 2005 - Spring 2006

The tuition schedule is subject to change pending actions taken during the legislative session which was ongoing at the time of catalog preparation. An updated tuition and fee schedule will be made available at time of registration. Tuition is based upon residency status on file with the Alvin Community College Registrar's Office.

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	\$78	\$156	\$288	\$5	\$20	\$21	\$17	\$10	\$151	\$229	\$361
2	78	156	288	10	20	21	17	10	156	234	366
3	78	156	288	15	20	21	17	10	161	239	371
4	104	208	384	20	20	21	17	10	192	296	472
5	130	260	480	25	20	21	17	10	223	353	573
6	156	312	576	30	20	21	17	10	254	410	674
7	182	364	672	35	30	21	17	10	295	477	785
8	208	416	768	40	30	21	17	10	326	534	886
9	234	468	864	45	30	21	17	10	357	591	987
10	260	520	960	50	30	21	17	10	388	648	1,088
11	286	572	1,056	55	30	21	17	10	419	705	1,189
12	312	624	1,152	60	30	21	17	10	450	762	1,290
13	338	676	1,248	65	30	21	17	10	481	819	1,391
14	364	728	1,344	70	30	21	17	10	512	876	1,492
15	390	780	1,440	75	30	21	17	10	543	933	1,593
16	416	832	1,536	80	30	21	17	10	574	990	1,694
17	442	884	1,632	85	30	21	17	10	605	1,047	1,795
18	468	936	1,728	90	30	21	17	10	636	1,104	1,896
19	494	988	1,824	95	30	21	17	10	667	1,161	1,997
20	520	1,040	1,920	100	30	21	17	10	698	1,218	2,098

\*Other specific course fees may apply

## Summer One and Summer Two, 2006

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	\$78	\$156	\$288	\$5	\$20	\$21	\$6	\$5	\$135	\$213	\$345
2	78	156	288	10	20	21	6	5	140	218	350
3	78	156	288	15	20	21	6	5	145	223	355
4	104	208	384	20	20	21	6	5	176	280	456
5	130	260	480	25	20	21	6	5	207	337	557
6	156	312	576	30	20	21	6	5	238	394	658
7	182	364	672	35	30	21	6	5	279	461	769
8	208	416	768	40	30	21	6	5	310	518	870
9	234	468	864	45	30	21	6	5	341	575	971
10	260	520	960	50	30	21	6	5	372	632	1,072
11	286	572	1,056	55	30	21	6	5	403	689	1,173
12	312	624	1,152	60	30	21	6	5	434	746	1,274
13	338	676	1,248	65	30	21	6	5	465	803	1,375
14	364	728	1,344	70	30	21	6	5	496	860	1,476

\*Other specific course fees may apply

### 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



## Maximum Course Load

Fall and Spring semester - 18 semester hours  
 Summer 11-Week session - 14 hours  
 Summer Six-Week session - 7 semester hours  
 Combined Summer Six-Week and  
 11-Week sessions - 14 semester hours  
 8-Week Mini session - 6 semester hours  
 3-Week Mini session - 3 semester hours

## Student Overload Policy

A student may petition to the Associate Dean of Student Services for an additional 3 hours if his/her cumulative grade point average is a 3.0 or higher on a minimum of twelve completed hours.

## Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Trustees or the State of Texas. Tuition and fees are based on a student's resident status and the number of hours taken. If a student's resident 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.

## Installment Plan

Students may opt to pay for 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. Students must be 18 years of age to sign the installment plan, or a parent/guardian must sign in their place. Installment plans are available beginning with early registration through late registration.

## 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.

## 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.

## Administrative Withdrawal

Instructors may administratively withdraw students who exceed course absence standards. Absences of 6 hours or more (unless otherwise stipulated by the Student Information Plan for a specific course) constitute excessive absences.



## Classroom Conduct

Faculty members 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. Children of enrolled students may not attend classes or related activities. 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

Students who have registered and paid for courses are considered enrolled until they officially withdraw by completing a Withdrawal Form in the Admissions and Academic Advising Office. The form must be received by the deadline (see Academic Calendar). Ceasing to attend class does not terminate enrollment. Therefore, a student who ceases to attend class without officially withdrawing from that class will receive a failing grade.

Students wishing to withdraw should consult the procedures detailed in the Class Schedule. The withdrawal is not official until it is received in the Registrar's Office. All withdrawals must be consistent with TSI guidelines.

Students should withdraw in person; however, a signed request mailed to the Admissions and Academic Advising Office or faxed to (281) 756-3843 is acceptable. The official withdrawal date is the date the withdrawal is received.

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 Associate 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 Registrar's Office after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W.

## 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 only with court reporting courses (machine shorthand, POFT 1228, CRTR 2331 only) and developmental courses when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.
- 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.



**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: A 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 Change Petition**

Grade change requests begin with the course instructor and must be approved by the instructor and the immediate supervisor.

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 chair or division chair. Further appeals

will be directed through the appropriate division chair, the Dean of Technical Programs and/or the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. The decision of the Academic Affairs Committee is final. The student has one year from the date of assignment to challenge a grade.

**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-parallel courses, excluding sports and human performance activity credits
- earned a 3.90 grade point average on all college-level courses taken at ACC with no grade below a B, 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  
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 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.

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. 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 Trustees.

## **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 automatically awards 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 application are published in the semester class schedule.

To graduate at ACC, a student must:

1. meet entrance requirements.
2. 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.
3. earn a minimum 2.0 grade point average in courses completed which apply to the student's particular degree or certificate.
4. complete two semester hours of physical activity courses for a two-year program.
5. complete requirements of the Texas Success Initiative (TSI), if not exempt.
6. file an application for graduation with the Registrar's Office by the deadline.
7. 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 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.



**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****University Parallel 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 cooperate in the development of ACC's Transfer Guide 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 Transfer Guide dated 1991-92 or later.
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:

- Child Development/Early Childhood
- Communications-Radio Broadcasting
- Communications-Television
- Computer Science
- Computer Science - Networking
- Computer Repair Technology
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement & Police Administration
- Diagnostic Cardiovascular Sonography-Echo
- Diagnostic Cardiovascular Non/Invasive Vascular
- Drafting Technology
- Electronics Technology
- Emergency Medical Technology
- Legal Office Professional
- Management Development
- Marine Robotics Technology
- Mental Health Technology
- Nursing
- Nursing Transition
- Office Administration-Office Professional
- Office Administration-Legal Office Professional
- Office Administration-Medical Office Professional
- Paralegal
- Process Technology
- Respiratory Care

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

- Communication-Radio
- Communication-Television Broadcasting
- Court Reporting
- Emergency Medical Technology
- Office Administration-Legal Professional

### THE CERTIFICATES:

- Child Development/Early Childhood
- Child Development/Early Childhood Administration
- Communications-Radio Broadcasting
- Communications-Television Broadcasting
- Computer Repair Technology
- 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-Police Academy
- Criminal Justice-Texas Peace Officer
- Drafting Technology
- Electronic Technology
- Emergency Medical Technology
- General Data Processing
- Instrumentation Technology
- Legal Office Assistant
- Management Development
- Marine Robotics Technology
- Mental Health - Substance Abuse
- Office Administration-Lawyer's Assistant
- Office Administration-Legal Office Assistant
- Office Administration-Medical Coding & Billing
- Office Administration-Medical Transcriptionist
- Office Administration-Office Assistant
- Paralegal
- Process Technology
- Respiratory Care
- 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.



## Office of Admissions and Academic Advising

The first step in a person's collegiate career is going through the admissions and advising process. The staff in the Office of Admissions and Academic Advising works to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. The academic advising services provided at both the Alvin and Pearland campuses include:

- Assistance for undecided students in selecting a program of study
- Interpretation of TSI or approved placement test scores
- Assistance with the registration process
- Assistance with course selection
- Transfer information for those who plan to attend another institution of higher education
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

## Counseling Services

The Office of Admissions and Academic Advising employs Licensed Professional Counselors who can assist students with short-term personal issues that may impact academic success. Consultations are kept confidential.

Because the College strongly believes that the abuse of alcohol and drugs affects a person's ability to meet educational goals, the College offers a program of drug education/prevention for the benefit of students and staff.

## Career Services

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

The Career Planning Program can help define and explore career options which are compatible with an individual's personal goals, abilities and interests. It may consist of two weekly sessions or a half-day workshop. Counselors and Advisors will provide feedback throughout the career planning process. The Career Planning Program is offered during the Spring and Fall semesters.

### Other Career Services

- Advisors and Counselors can assist individuals in making the transition from college to career using a variety of resources.

- Choices is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.
- Typefocus is a personality typing program which matches results to occupations.
- Workshops are available for resume and cover letter writing, interview preparation and tapping the hidden job market.

### Career Library Resources (Room A-134)

The Career Library contains career books about various career opportunities, books listing major employers, vocational biographies, job search information and videos. College catalogs and transfer information is also available. Student workstations consist of computer planning software, resume writing software and easy access to labor market information.

## New Student Orientation Requirements

The Office of Admissions and Academic Advising coordinate New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. **Orientation is required for all first time college students.** Orientation must be completed during the first semester of attendance. Orientation may be completed through any of the following formats:

- Web based program found on the college home page
- Printed packet obtained through the Office of Admissions and Academic Advising

## Honors Program

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

BIOL	1406-1407
ENGL	1301-1302
GEOL	1403-1404
GOVT	2301-2302
HIST	1301-1302
MATH	2413-2414
PHYS	1401-1402
PSYC	2301

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

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 10% of high school class
- GPA of 3.5 or higher on a minimum of 12 semester hours excluding developmental courses



- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn Honors Program Graduate status, a student must have at least a 3.0 grade point average on all college-level courses, including all attempts of repeated courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of B or higher in all honors courses taken. For more information, call 281-756-3736.

## **SMART START PROGRAM - College Enrollment for High School Students**

The Smart Start Program is designed for high school students who want to get a head start on their college program. In many cases, students may receive dual credit. Dual credit allows students to earn both high school and college credit for the college course.

### **Steps to Enroll:**

1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the subject or area related to the college-level course to be taken.
4. Complete the High School Concurrent Enrollment Form, available from high school counselors.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor at the Alvin or Pearland college campus.
8. Students less than Junior year standing must obtain the approval of ACC's Dean of Instruction, Community and Student Services.
9. Register for college classes.

Students are restricted to six semester hours in the fall and spring and 14 in the combined summer terms.

## **Dual Degree Program**

To help students get a jump start on a college education, Alvin Independent School District and Alvin Community College will offer qualified students the opportunity to earn a high school diploma and an Associate of Arts degree at the same time. Participating students will be able to enter a Texas state supported university as a college junior. The Dual Degree Program is a rigorous program that will require extra time and dedication to academic study. Interested students should contact their high school counselor or Alvin Community College, Office of Admissions and Academic Advising (281/756-3531). Information is also available at [www.alvincollege.edu](http://www.alvincollege.edu) or [www.alvin.isd.tenet.edu](http://www.alvin.isd.tenet.edu).

## **Services for Students with Disabilities**

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations because of a disability should notify the ADA

Counselor in the Office of Admissions and Academic Advising at least 60 days prior to the beginning of the semester.

Services include pre-enrollment advising and scheduling assistance, adaptive technology, notetaking assistance, testing accommodations, sign language interpreters, and referral services. A Handbook for Students with Disabilities is available for registered students who qualify for ADA services.

Information and assistance may be obtained from the ADA Counselor at 281-756-3531 or TDD number 281-756-3845.

## **Department of Assistive and Rehabilitative Services and Texas Commission for the Blind**

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Department of Assistive and Rehabilitative Services (DARS) and the DARS - Blind Division provide tuition assistance, diagnostic testing and counseling for eligible individuals. Prospective DARS students should contact the nearest DARS office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call the Office of Admissions and Academic Advising at 281-756-3531. For contact information go to the ACC website which links to these agencies.

## **Upward Bound Program**

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors such as family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details, 281-756-3849.

## **Financial Assistance**

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships and grants, funds are limited in some of these areas.

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

Students who apply for financial aid must:

- complete all requirements for admission to the College, including providing academic transcripts from previous colleges attended;
- choose a major (degree or certificate);



- complete the college's application for financial aid and provide financial aid transcripts from previous colleges attended; and
- complete the Free Application for Federal Student Aid (FAFSA).

Students must apply for financial aid in person and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Deadlines are published in class schedules. Application forms and additional information are available in the Financial Aid Office. All information provided to this office remains confidential.

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

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

## Federal Assistance Programs

**Federal Pell Grant:** This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. Students will receive a Student Aid Report (SAR) which must be submitted to the Financial Aid Office for consideration for Pell and other types of aid.

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

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

**Federal Family Education Loan Program:** This loan program permits students to obtain low-interest loans from private lending agencies. The process is begun by applying for a Pell Grant. Eligibility requirements include, but are not limited to, need. If a student is otherwise eligible, the Financial Aid Officer can certify the loan application. These loans are normally made through banks, credit unions, or savings and loan associations who participate in the program.

## Federal Satisfactory Progress Guidelines

Federal regulations require standards of satisfactory progress for students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student's future eligibility for

aid. Standards of satisfactory progress require (1) qualitative and (2) quantitative measures and must include (3) the "maximum time frame" in which students must complete their certificate or degree program. Students must meet all three standards defined below to maintain their financial aid at Alvin Community College.

### 1. Qualitative Standard

- Students awarded for 12 semester hours must pass at least 9 hours with at least a 2.0 grade point average (GPA).
- Students awarded for 6, 7, 8, 9, 10, or 11 semester hours must pass at least 6 hours with at least a 2.0 GPA.
- Students making a ZERO GPA will automatically be placed on financial aid suspension.

After students have completed two years of studies, they must maintain a cumulative GPA of 2.0 or better. As long as the cumulative GPA is 2.0 or better, the semester GPA may be less than 2.0 but may not be a ZERO GPA. Two years is defined as a total of four fall or spring semesters.

### 2. Quantitative Standard

Students must successfully complete (see 1 above) at least 6 semester hours each semester of enrollment. This standard must be met even if no financial aid funds are used to pay for the tuition and fees. For financial aid purposes, Summer 1 and Summer 2 sessions combined are considered one semester. Therefore, students may take six semester hours in Summer 1, or six semester hours in Summer 2, or three semester hours in each session and satisfy the Quantitative Standard.

### 3. "Maximum Time Frame" Standard

Students must complete their certificate or degree by attempting no more than 150% of the semester hours required for that certificate or degree. Example: If a student is working toward an associate degree which requires 66 semester hours; he/she must complete all requirements for the degree in 99 attempted semester hours or less. Incompletes, withdrawals/drops, repeated and developmental courses, and all transfer credits will be counted in calculating the number of attempted semester hours.

For more information about federal satisfactory progress standards or to obtain a copy, contact The Financial Aid Office.

## State Assistance Programs

**Texas Public Education Grants:** State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**State Student Incentive Grant:** All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**Hazlewood Act:** The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:

1. residency in Texas at the time of entry into the military,



- receipt of an honorable or under honorable conditions discharge,
- service time of 180 days of active duty (excluding training time), and
- residency in Texas for a minimum of 12 months prior to college registration.

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit. Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Registrar's Office. Applicants should begin the application process at least two months prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Registrar's Office before the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

### Other Assistance Programs

**Workforce Investment Act of 1998:** The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office. Phone numbers for the WorkSource may be obtained by calling 281/585-3303.

**Athletic Grants-in-Aid:** For information on athletic grants-in-aid, contact the Athletic Director.

**Departmental Academic Scholarships:** These competitive scholarships are provided to qualified students in:

- Art
- Business
- Child Development/Early Childhood
- Communications
- Computer Science
- Court Reporting
- Drafting Technology
- Electronics
- English
- Foreign Languages
- Law Enforcement
- Math
- Management Development
- Mental Health
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

Interested students should contact the chairperson of the appropriate department.

For information about additional scholarships contact the Financial Aid Office or go to the college website [www.alvincollege.edu](http://www.alvincollege.edu).

### Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Office of Admissions and Academic Advising for applications and information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

#### Standards Of Academic Progress For Students Receiving VA Benefits

**Satisfactory Progress:** Maintaining a cumulative grade-point average (CGPA) of 2.0

#### Associate Degree Students:

**Probation:** Failure to achieve a cumulative GPA of 2.0 results in first probation for the student's next registration. If the student achieves a 2.0 GPA for his first semester on probation but does not achieve a CGPA of 2.0, the student will be placed on second probation for one additional semester. Summer sessions (Summer 1, Summer 2, Summer 12-week) are considered one semester.

**Unsatisfactory Progress:** Failure to remove probationary status. Unsatisfactory progress is reported to the VA Regional Office at the end of the first probation period if the semester GPA is below 2.0 and at the end of the second probation period if the cumulative GPA is below 2.0. This action suspends VA educational benefits.

#### Certificate Students:

**Probation:** Failure to maintain a 2.0 cumulative GPA during the first 25 % of the total hours required for completion of the certificate results in first probation. If the student achieves a 2.0 GPA for the next 25% of the total hours but does not achieve a cumulative 2.0 GPA, the student will be placed on second probation for one additional semester.

**Unsatisfactory Progress:** Unsatisfactory progress is reported to the VA at the end of the first probation period if the semester GPA is below 2.0 and at the end of the second probation period if the cumulative GPA is below 2.0. This action suspends VA educational benefits.

**Transfer Students:** VA students who transfer to ACC under academic suspension or probation at the last school attended are admitted under the terms of first probation listed above.

**Reinstatement of VA Educational Benefits:** Reinstatement of benefits will rely upon achievement of a cumulative GPA of 2.0 and agreement for reinstatement by the Office of Veteran's Affairs.



## Job Placement Service

The Career and Job Placement Counselor provides placement services for students who need part-time or full-time employment during their enrollment and after graduation. Students seeking work are encouraged to keep in mind their career plans and to seek job experiences that can benefit them in permanent positions after graduation.

In addition to yearly job fairs at the Nolan Ryan Center, job vacancies are received weekly from local and national employers and are posted on job boards in G-building at ACC and the Pearland College Center. Job postings are available on the ACC website under Career Services.

## Employer Services

Job Placement Services staff assists employers with their job openings. To list openings to the many departments, programs and students at ACC and PCC, employers can send their job announcements to Job Placement Services by fax at 281-756-3843, by email, [dstiles@alvincollege.edu](mailto:dstiles@alvincollege.edu) or directly by mail. New employers will need to sign the EEOC statement and fax this form to Job Placement Services.

## Learning Lab

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves ACC students. Its purpose is to provide help for students in a relaxed, informal environment. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, tape players/recorders/copiers and computer usage and printing, including internet service. The Learning Lab also serves as a testing facility for TBA and other distance education classes. The Academic Enhancement Center (AEC) is located in the Learning Lab. This center offers support services to TSI (Texas Success Initiative, formerly TASP) obligated students enrolled in developmental classes. Learning Lab/AEC hours are posted each semester in the Class Schedule.

## Library

The ACC library, located on the second floor of the Learning Resources Center, has a collection of 30,000 books and periodicals, 200 current periodical subscriptions and a complete collection of the Alvin Sun on microfilm. The library/learning lab/computer lab is located at the Pearland College Center. The library is equipped with a multi-functional comprehensive automation system that allows students, faculty and community patrons to perform many research related functions. The library computer network consists of twenty Windows XP, Internet accessible work stations with Microsoft Office software, as well as other programs the students use on campus. The library web page helps patrons access the college's databases and online catalog more easily.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college's electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations.

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

## Campus Services

### CAFETERIA - CAMPUS CAFÉ

The Campus Café, located in the Student Center, offers a grill, cold food and snacks, a salad bar and beverages. It is open each class day, breakfast through lunch.

### CHILD DEVELOPMENT LABORATORY SCHOOL

Students, staff and faculty may enroll their children in the campus child development laboratory school operated by the Child Development/Early Childhood Department. The center is licensed for children ages 18 months to 6 years. For information about registration, hours and charges, contact the Laboratory School Office.

### COLLEGE STORE

The College Store, offering books, school supplies and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open both day and evening throughout the academic year. Book-buy-back is conducted by the College Store during the week of final examinations each semester. Students may sell their books back for one-half the original purchase price.

### FITNESS CENTER

The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms and saunas, is open to students, faculty, staff and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call (281) 756-3691.

### HEALTH INSURANCE

Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Office of the Associate Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

### PARKING

Automobiles must be registered with the College Police to park legally on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with "Faculty and Staff Parking" signs at the heads of the rows are reserved for registered faculty and staff vehicles. Each parking lot on campus has handicap parking that is reserved for vehicles transporting mobility-impaired persons.

### STUDENT ACTIVITIES

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student and the



College encourages its students to participate. Activities include movies, speakers, dances, intramural sports and games, workshops, concerts, programs and student organizations. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and The Big Event. The Student Activities Office maintains a calendar of campus events which are announced in the bi-monthly campus newsletter, The Wave.

#### STUDENT ORGANIZATIONS

Alvin Community College offers a variety of student organizations classified as curriculum-related, service, social and religious, as well as a very active Student Government Association (SGA). The SGA represents the students' interests, assists with campus programming and serves as an official channel of communication between students and the college administration. The SGA also recommends students for various college committees. The following is a list of student organizations and their sponsors:

#### ACC Soccer Club

Sponsors: NanC Crawford 281-756-3718  
Ron Keels 281-331-7410

#### Alvin Cultural Connection

Sponsor: Monica Silvas 281-756-3505

#### Alvin Legal Assistance Network (ALAN)

Sponsor: Karen Barnett 281-756-3642

#### Alvin Nursing Students Assoc. (ANSA)

Sponsor: Sally Durand 281-756-3624

#### Animal Rescue Club

Sponsor: Charles Kilgore 281-756-3716

#### Baptist Student Union

Sponsor: Gilbert Benton 281-756-3713

#### Catholic Newman Association

Sponsor: Amalia Parra 281-756-3709

#### Church of Christ Fellowship

Sponsor: Gary Coffman 281-756-3693

#### Criminal Justice Club

Sponsor: Maurice Cook 281-756-3779

#### Health & Medical Society

Sponsor: Gwendolyn Burgess 281-756-3906

#### Latter Day Saints

Sponsor: Bea Hugetz 281-756-3711

#### Math Club

Sponsor: Charles Kilgore 281-756-3716

#### Mental Health Club

Sponsor: G.E. Carrier 281-756-3652

#### Spanish Club

Sponsor: Amalia Parra 281-756-3709

#### Phi Theta Kappa

Sponsors: Jennifer Hopkins 281-756-3707  
Kevin Jefferies 281-756-3736  
David Goza 281-756-3784

#### Rodeo Club

Sponsor: Sara Bouse 281-756-3533

#### Student Government Association

Sponsor: Annie Ramirez 281-756-3686

#### Student Organization for Disability Awareness (SODA)

Sponsor: Eileen Cross 281-756-3533

#### Student Organization for Respiratory Care (SORC)

Sponsor: Natilie McGuire 281-756-3773

#### Texians

Sponsor: Gilbert Benton 281-756-3713

#### Word Droppers (Court Reporting)

Sponsor: Debbie Cunningham 281-756-3758

#### Writers Club

Sponsor: Gilbert Benton 281-756-3713

More information on student organizations is available from the Student Activities Office located in the Student Center.

#### ATHLETICS

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

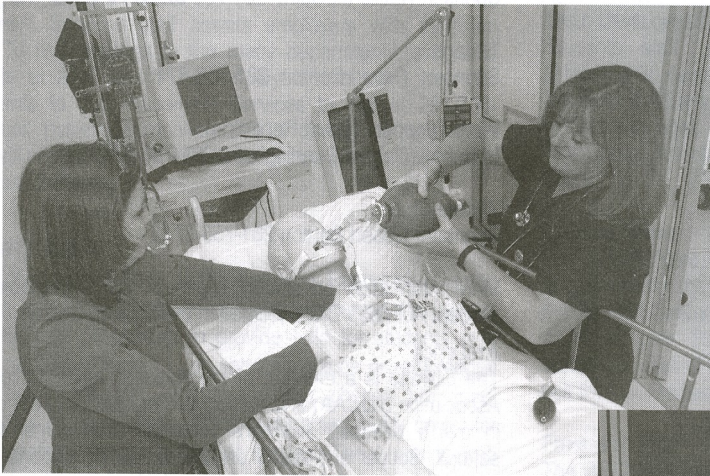
#### STUDENT HANDBOOK

The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available in the Student Activities Office in the Student Center and the Office of Admissions & Academic Advising.



# Educational Programs

The Career Center provides a variety of educational programs for students. These programs are designed to provide students with the skills and knowledge they need to succeed in their chosen field. The Career Center also offers a variety of support services to help students succeed in their studies.



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## ACADEMIC PROGRAMS

Alvin Community College offers a variety of academic programs. The following degrees and certificates are awarded to students who successfully complete approved programs.

### Associate of Arts Degree

**Degree:** Associate of Arts (A.A.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in General Liberal Arts, Art, Drama, Music, or Sports & Human Performance curriculum. Students who complete these curriculums normally transfer to a four-year college where they major in one of the following subject-areas:

Art	Government	Music	Psychology
Economics	History	Musical Theater	Sociology
Education	Journalism	Philosophy	Speech
English	Library Science	Physical Education	
Foreign Language	Mathematics	Pre-Law	

**Program Requirements:** These curriculums include the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

### General Liberal Arts Degree

Associate of Arts Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester</b>				
+ENGL 1301	Composition & Rhetoric I	3	0	3
+**HIST 1301	The U.S. to 1877	3	0	3
+MATH	Math	3	0	3
+SPCH 1315/1318	Public Speaking/Interpersonal Communication	3	0	3
Foreign Language or Elective		3	3	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	6	16-17
<b>Second Semester</b>				
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
+MATH	Math	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	6-8	17-18
<b>Third Semester</b>				
+Natural Science	Natural Science	3	3	4
+GOVT 2301	American National & State Govt. I	3	0	3
+Visual and Performing Arts	Visual & Performing Arts	3	0	3
ENGL Literature	Any sophomore level literature	3	0	3
Elective	Elective	<u>3</u>	<u>2</u>	<u>3</u>
		15	5	16
<b>Fourth Semester</b>				
+ Humanities	Humanities	3	0	3
+Natural Science	Select from core curriculum	3	3	4
+GOVT 2302	American National & State Govt. II	3	0	3
+Social/Behavioral Sciences	Select from core curriculum:	3	0	3
Elective	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

+Denotes core requirement; see p. 18

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a General Liberal Arts Degree ..... 65



# Art Degree Program

(281) 756-3605

Associate of Arts Degree Program

Drama  
Associate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
+ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	3	3	3
ARTS 1316	Drawing I	3	3	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		15	9	16
<b>Second Semester</b>				
+ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	3	3	3
ARTS 1317	Drawing II	3	3	3
PHED	Physical Activity	0	3	1
		12	9	13
<b>Summer I Semester</b>				
+GOVT 2301	American National & State Govt. I	3	0	3
+Humanities	Humanities	3	0	3
		6	0	6
<b>Summer II Semester</b>				
+GOVT 2302	American National & State Govt. II	3	0	3
+COSC 1401 (or Higher)	Microcomputer Applications	3	3	4
		6	3	7
<b>Third Semester</b>				
ARTS 2316	Painting I	3	3	3
+Social/Behavioral Sciences	Social & Behavioral Science	3	0	3
+Natural Sciences	Natural Science	3	3	4
+MATH 1314	College Algebra	3	0	3
		12	9	13
<b>Fourth Semester</b>				
ARTS 2326	Sculpture I	3	3	3
+Natural Sciences	Natural Sciences	3	3	4
SPCH 1315/1318	Public Speaking/Interpersonal Communications	3	0	3
		09	6	10

+Denotes core requirement; see p. 18

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for an Arts Degree.....65

Educational Programs



# Drama Degree Program

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
+ENGL 1301	Composition and Rhetoric I	3	0	3
DRAM 1220	Theatre Practicum I	0	6	2
DRAM 1322	Stage Movement & Dance	1	3	3
DRAM 1310	Introduction to Theater	3	2	3
+MATH 1314 or +MATH 1332 or +Natural Science		<u>3</u>	<u>3-4</u>	<u>4</u>
		10	14-15	15
<b>Second Semester</b>				
+ENGL 1302	Composition and Rhetoric II	3	0	3
DRAM 1221	Theatre Practicum II	0	6	2
DRAM 1351	Acting I	2	4	3
DRAM 1341	Stage Makeup	2	4	3
+DRAM 2361 or	History of Theatre I	3	0	3
+DRAM 2362	History of Theatre II			
+**HIST 1301	The U.S. to 1877	<u>3</u>	<u>0</u>	<u>3</u>
		13	14	17
<b>Third Semester</b>				
+Humanities	Humanities Core	3	0	3
+**HIST 1302	The U.S. Since 1877	3	0	3
+GOVT 2301	American National & State Govt. I	3	0	3
DRAM 2120	Theatre Practicum III	0	6	1
DRAM 1330	Stagecraft I	2	4	3
DRAM 1352	Acting II	2	4	3
		13	14	16
<b>Fourth Semester</b>				
+COSC 1401 (or higher)	Microcomputer Applications	3	3	4
DRAM 2331	Stagecraft I	3	3	3
+DRAM 2336 <sup>a</sup>	Voice for Theatre	3	0	3
DRAM 2121	Theatre Practicum IV	0	6	1
+GOVT 2302	American National & State Govt. II	3	0	3
+Social/Behavioral Science	Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>3</u>
		15	12	17

+Denotes core requirement; see p. 18

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

<sup>a</sup> Satisfies Speech Core requirement

Total Minimum Credits Required for Drama Degree ..... 65



# Music - Instrumental Concentration Degree Program

(281) 756-3587

Associate of Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
***MUSI 1211 <sup>a</sup>	Music Theory I	3	0	2
***MUSI 1216	Ear Training and Sight-Singing I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP	Appl. Principal Instr.	1	4	2
MUSI 1127	Ensemble	0	5	1
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	US History I	<u>3</u>	<u>0</u>	<u>3</u>
		11	13	14
<b>Second Semester</b>				
***MUSI 1212 <sup>a</sup>	Music Theory II	3	0	2
***MUSI 1217	Ear Training and Sight-Singing II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUSI 1128	Ensemble	0	5	1
+ENGL 1302	Composition and Rhetoric II	3	0	3
+**HIST 1302	US History II	3	0	3
+MATH 1314 or MATH 1332 or Natural Science		<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	17-18
<b>Third Semester</b>				
***MUSI 2211 <sup>a</sup>	Music Theory III	3	0	2
***MUSI 2216	Ear Training and Sight-Singing III	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP	Appl. Principle Instr.	1	4	2
MUSI 2127	Ensemble	0	5	1
MUSI 1308 <sup>a</sup>	Music Literature I	3	0	3
+GOVT 2301	American Government I	3	0	3
+SPCH 1315 <sup>c</sup> or +SPCH 1318 <sup>c</sup>	Public Speaking or Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17
<b>Fourth Semester</b>				
***MUSI 2212 <sup>a</sup>	Music Theory IV	3	0	2
***MUSI 2217	Ear Training and Sight-Singing IV	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP	Applied Principle Instr.	1	4	2
MUSI 2128	Ensemble	0	5	1
+MUSI 1309 <sup>ab</sup>	Music Literature II	3	0	3
+GOVT 2302	American Government II	3	0	3
+Social/Behavioral Science	Social/Behavioral Sciences	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17

+Denotes Core Requirement; see p.18

\*MUAP 1271, 1272, 2271, 2272 may be substituted.

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

\*\*\*Corequisite

<sup>a</sup> Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 and 1309, 1211,1212, 2211,2212.

<sup>b</sup> Satisfies Visual/Performing Arts Core requirements

<sup>c</sup> Satisfies Speech core requirement

Total Minimum Credits Required for Music-Instrumental Concentration Degree . . . . . 65-66



**Music - Voice Concentration Degree Program**

Associate of Arts Degree Program

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
<b>First Semester</b>				
***MUSI 1211 <sup>a</sup>	Theory I	3	0	2
***MUSI 1216	Ear Training and Sight-Singing I	0	3	2
*MUSI 1181	Class Piano I	1	1	1
MUAP	App. Music: Voice	1	4	2
MUSI 1141	Ensemble	0	5	1
+ENGL 1301	Composition and Rhetoric I	3	0	3
+**HIST 1301	US History I	<u>3</u>	<u>0</u>	<u>3</u>
		11	13	14
<b>Second Semester</b>				
***MUSI 1212 <sup>a</sup>	Music Theory II	3	0	2
***MUSI 1217	Ear Training and Sight-Singing II	0	3	2
*MUSI 1182	Class Piano II	1	1	1
MUAP	App. Music: Voice	1	4	2
MUSI 1142	Ensemble	0	5	1
+ENGL 1302	Comp and Rhetoric II	3	0	3
+**HIST 1302	US History II	3	0	3
+MATH 1314 or MATH 1332 or Natural Science	Contemporary Math I	<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	17-18
<b>Third Semester</b>				
***MUSI 2211 <sup>a</sup>	Music Theory III	3	0	2
***MUSI 2216	Ear Training and Sight-Singing III	0	3	2
*MUSI 2181	Class Piano III	1	1	1
MUAP	App. Music: Voice	1	4	2
MUSI 2141	Ensemble	0	5	1
MUAP 1308 <sup>a</sup>	Music Lit I	3	0	3
+GOVT 2301	American Government I	3	0	3
+DRAM 2336 <sup>c</sup>	Theater Speech	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17
<b>Fourth Semester</b>				
***MUSI 2212 <sup>a</sup>	Music Theory IV	3	0	2
***MUSI 2217	Ear Training and Sight-Singing IV	0	3	2
*MUSI 2182	Class Piano IV	1	1	1
MUAP	App. Music: Voice	1	4	2
*MUSI 2142	Ensemble	0	5	1
+MUSI 1309 <sup>ab</sup>	Music Lit II	3	0	3
+GOVT 2302	American Government II	3	0	3
+Social/Behavioral Science	Social/Behavioral Sciences	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	17

+Denotes core requirement; see p. 18

\*MUAP 1271, 1272, 2271, 2272 may be substituted.

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

\*\*\*Corequisites

<sup>a</sup> Students will demonstrate computer literacy through computerized tasks required for MUSI 1308 & MUSI 1309, 1211, 1212, 2211, 2212.<sup>b</sup> Satisfies Visual/Performing Arts core requirement.<sup>c</sup> Speech core requirement.

Total Minimum Credits Required for Music - Voice Concentration Degree ..... 65