Student Handbook

ACC
Alvin Community College

Rights & Responsibilities
2023-2024

ALVIN COMMUNITY COLLEGE

STUDENT HANDBOOK, RIGHTS AND RESPONSIBILITIES
2023-2024

Alvin Community College
3110 Mustang Road
Alvin, TX 77511
281-756-3500
www.AlvinCollege.edu

EEOC Statement
Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

Emergency Contact Information
Medical Emergencies – ACC Campus Police 281-756-3700 or 911 (preferably call ACC Campus Police first)
ACC Campus Police - 281-756-3700

Campus Closure Information
RAVE - Emergency Notification System
If severe weather or emergency situations require the college to cancel classes, students will be notified through local television and radio stations, KACC 89.7, the ACC website, social media and through the RAVE Emergency Notification System. Students are automatically enrolled in RAVE each semester of attendance. Students must provide emergency contact information and should update date through the POD or at the ACC Welcome Center.

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

Additional Student Handbook Information
This handbook is subject to change. To request a hard copy of the handbook, email the Office of the Vice President, Student Services.

Board Policy Manual for Alvin Community College
Introduction
Browse and Search Policies (Legal and Local)

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Greetings Students:

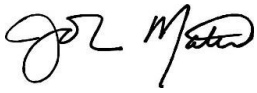
Welcome to Alvin Community College and congratulations on taking the next step on your educational pathway. ACC's core mission is to improve the lives of our students by providing affordable, accessible, high quality, and innovative academic, technical, cultural, and educational opportunities for our service area communities. A critical component towards fulfilling ACC's mission is our commitment to providing a wide array of support services designed to maximize the success of our students.

ACC strives to provide a safe learning environment for the entire campus community. In this Handbook, you will find detailed information about ACC policies, procedures, student rights, student responsibilities, and available support services on campus. We are committed to maintaining a safe campus culture that is free of discrimination, harassment, bullying, and retaliation for everyone. Please pay special attention to these sections of the Handbook and refer to them as needed.

ACC has more than 30 clubs and organizations available on campus. Active participation in activities on campus not only improves your chances of success, but also enhances your overall college experience. Many of the on-campus clubs and organizations are designed to help you make new friends, build leadership skills, help your community, and gain valuable experiences that four-year universities and employers are looking for.

Should you have questions or concerns, do not hesitate to reach out to our Pathways Advisors, LPC's (counselors), faculty members, or staff members for guidance. Welcome to ACC.

Sincerely,



John Matula, M.S.
Vice President, Student Services

Welcome Center

Applying to ACC
See the Admissions drop down on the ACC home page for admission information.

Welcome Center Hours (Fall and Spring)

Monday - Tuesday	8:00 a.m. - 7:00 p.m.
Wednesday - Thursday	8:00 a.m. - 5:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.

Welcome Center Hours (Summer)

Monday - Tuesday	7:30 a.m. - 7:00 p.m.
Wednesday - Thursday	7:30 a.m. - 5:00 p.m.
Friday	Closed

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

- **High School Graduate** - A student is accepted as a high school graduate when they report on the admissions application that they graduated from a public, state-recognized high school, a private regionally accredited high school, or a Texas Private School Accreditation Commission (TEPSAC) recognized high school or a home school where the instruction was supervised and/or administered by the parent.
- **HSE** – High School Equivalency (formerly known as GED): A student is admitted as a High School Equivalency (HSE) graduate when they report on the admissions application that they passed a state accepted HSE exam.
- **Former ACC Student** - Returning ACC students (or students who have not attended for at least one academic year - fall, spring, summer) are required to submit a new admission application and transcript(s) from college(s) since attending ACC.
- **Transfer Student** – A transfer student is one who has previously attended a regionally accredited public or private institution of higher education prior to attending at ACC. Alvin Community College requires transcripts from all previous colleges as well as TSI status. EDI/SPEEDE E- formatted transcripts are preferred.
- **Dual Enrollment/Early College Student** – A student is accepted for the dual enrollment/early college program when Texas Success Initiative standards have been met or the student qualifies for an exemption or waiver. Students must also meet ACC admission requirements and have approval from high school and college representatives.
  Note: Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian or authorized responsible adult at the ACC home campus, UHCL-Pearland, SCHS, JBH (evening classes at SCHS and JBH) or other satellite campuses to monitor the student's activities outside of class and to be immediately available in case of an emergency.
- **International Student** – 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 are required to meet with the International Student Advisor.
- **Individual Approval** – Students who do not qualify for admission under other categories may be admitted by individual approval. Students in this category may not qualify for federal financial aid.

Admissions to Specific Departmental Programs
Admission to the College District does not guarantee admittance to a particular course or program of study such as Nursing or Allied Health Programs and others. A student may be required to satisfy certain requirements before enrolling in particular courses of study. In addition, admission to certain programs of study may require a criminal background check. These checks may be required by law, for program approval or accreditation, or to promote campus safety. (See Policy FB)

Admission to Certain Educational Programs/Texas House Bill 1508
Notice to applicants and enrollees in certain educational programs regarding the consequences of a criminal conviction on eligibility for an occupational license:

Please be advised that Alvin Community College offers some programs that prepare an individual for issuance of an initial occupational license as defined under Texas Occupations Code § 58.001. Under Texas Occupations Code 58.001, licensing authorities may have

guidelines concerning prior criminal convictions that would make an individual ineligible for issuance of a given license. Applicants are encouraged to review all eligibility requirements related to degrees resulting in a license.

- An individual who has been convicted of an offense may be ineligible for issuance of an occupational license.
- Licensing authorities shall issue guidelines in accordance with Occupations Code § 53.025 relating to the practice of the licensing authority under this chapter. The guidelines must state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
- There may be other state or local restrictions or guidelines used by a licensing authority to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority. Applicants should contact their local or county licensing authority for more information.
- An individual has the right to request a criminal history evaluation letter regarding their eligibility for a license issued under Texas Occupations Code 53.102.

Questions related to eligibility requirements should be directed to the individual licensing authorities or the department chair of the ACC program of interest.

Academic Fresh Start

A Texas resident who applies for admission to a Texas public college or university as an undergraduate, may be able to begin a new course of study with a clear academic record. This affects only individuals who have credits for college courses taken at ACC or at another regionally accredited institution that are ten or more years prior to their first term of admissions or readmissions. If approved under the Academic Fresh Start law, the credits and grades are disallowed at the census date of their first term of admissions or readmissions. Please note that Academic Fresh Start is not valid for Financial Aid purposes and all courses will be reviewed.

The following questions are answered at www.CollegeForAllTexans.com. Complete details for the statute can be reviewed at College for All Texans as well.

- What is Academic Fresh Start?
- How does this affect your financial aid?
- What happens if you enroll under the Academic Fresh Start option, earn an undergraduate degree, and then apply to a postgraduate or professional program at a public university?

Please visit with an ACC Pathways Advisor for more information on Academic Fresh Start.

Bacterial Meningitis Vaccination Requirement

(See Policy FFAC)

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. See the Centers for Disease Control and Prevention (CDC) and the ACC Bacterial Meningitis webpage for more information.

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

The following types of students less than 22 years of age must satisfy the vaccination requirement:

- New to ACC
- Former ACC student who has had a break in enrollment for one or more fall or spring semesters and not previously submitted proof of vaccination
- Transferring for the first time to Alvin Community College
- Dual enrollment high school students who are enrolled in any college course taken outside the high school campus
- Continuing Education students who are enrolled in courses longer than 360 hours

Documentation Accepted

1. An Alvin Community College Bacterial Meningitis Form may be submitted.
2. The signature or stamp of a physician, his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered.

3. An official immunization record generated from a state or local health authority.
4. An official record received from school officials, including a record from another state.

Exemptions and Waivers

- **Conscientious Objection** - Students may file an exemption stating that the vaccination for bacterial meningitis is being declined for reasons of conscience. The student must complete the form, have it notarized, and submit it at the ACC Welcome Center. This form grants students a permanently waived status for the duration of their uninterrupted attendance. The exception noted for Conscientious Objectors does not apply during certain state or national emergency situations. (see 19 TAC 21.610 – 21.614)
- **Online Courses** - Students who wish to enroll only in online courses may obtain a temporary waiver for the current term by contacting a team member in the Welcome Center by phone (281-756-3531), in person, or by email to Admissions@alvincollege.edu.
- **Students 22 and over** - Students 22 years of age or older are exempt.
- **Physicians Waiver** - An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student.

Testing Center

Although testing is not an admission requirement, it is required prior to registering for classes. Texas Success Initiative (TSI) scores are used to place students in appropriate courses. Prior to registration for classes, students must have official TSI Assessment scores or documentation for an exemption. See the ACC Testing webpages for more detailed information as well as other services that are offered.

New Student Orientation

Students who are attending college for the first time and dual enrollment students continuing their studies at ACC (after high school graduation) are required to complete new student orientation prior to registration. See https://www.alvincollege.edu/orientation/index.html for complete information.

Prevention Programs

(See Policy FA)

All new and transfer students are required to complete online **Title IX** training regarding ACC's campus sexual assault policy. This course is automatically generated when a student logs in to Safe Colleges for the first time.

Pathways Advising

Students are encouraged to maintain contact with their Pathways Advisor throughout their enrollment at ACC; services include:

- Explanation and interpretation of TSI status and placement scores
- Assistance with registration/course selection
- Transfer information
- Information about college services and resources
- Services for students with disabilities
- International student advising
- Dual enrollment and dual degree advising

You may schedule an appointment with your Pathways Advisor or visit the POD/MyPath at ACC/Advising for more information.

PSYC 1300 – Learning Frameworks Requirement

Students enrolled in the Associate of Arts, Associate of Science or Associate of Arts in Teaching who score at the developmental level on any one section of the placement exam, are required to enroll in PSYC 1300 during their first year of attendance at Alvin Community College. Credit for this course will be issued upon successful completion of the course. Additionally, students must enroll in PSYC 1300 if it is included in their chosen degree plan.

PSYC 1300 teaches students how learning takes place and provides opportunities to practice various learning and study strategies. Students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

One-Time Developmental Delay Policy
ACC students should complete their developmental coursework within one year of enrollment. Regardless of reason, a student may be granted a one-time developmental delay for one developmental subject area for one term. If the delay is granted, the Pathways Advisor will override the restriction and note the delay accordingly. Except for the extenuating circumstances, students are not allowed to withdraw from a specific developmental course sequence (Math or English), including co-requisite courses, more than two (2) times.

Registration Deadlines
Student-initiated registration ends at midnight the day prior to the first day of a term. For internet classes, a student may register with a Pathways advisor up until close of business on the first day of the term. For face-to-face or hybrid classes, a student may register with a Pathways advisor up until the first class meeting.

Maximum Course Load
(See Policy ECC)

- Fall and Spring Semester 16-18 semester credit hours (excluding Mini 3 terms)
- December and May Minis 3 semester credit hours
- Summer Five Week 7 semester credit hours
- Summer Five & 11 Week 14 semester credit hours

Students who wish to enroll in more than eighteen credit hours in any combination of terms within the fall or the spring semester must have written permission from the Vice President, Instruction or designee prior to registration. Three week mini-semester terms in December and May are excluded from this total. Students who wish to enroll in more than fourteen credit hours in any combination of terms within the summer semester must have written permission from the Vice President, Instruction or designee prior to registration.

Study Guidelines
Taking too many semester credit hours and outside work hours are a leading cause of poor class performance and course withdrawal, students are strongly encouraged to plan for two hours of study time per credit hour when planning semester schedules. As an example, a student enrolled in a three-credit hour class should plan on six hours of expected study time outside of class per week. The total class commitment per week would then be 9 hours per week (3 hours of class time + 6 hours of study time outside of class).

Limitation on Number of Dropped Courses/Six Drop Exception (see local Policy, ECC)
A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions for Good Cause
A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;

6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or 7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

Exception for Reenrolled Students
A qualifying reenrolled student may drop a seventh course in accordance with law. If a student has accrued at least 50 semester credit hours and has not enrolled for 24 consecutive months, a one-time only additional course drop beyond the maximum number of courses (6-drop limit law) may be received. Please visit with a Pathways Advisor for further information.

Exception for COVID-19 Pandemic
The course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. When students are admitted to ACC, their residency classification is based on the information they disclose on their admissions application core residency questions and any supporting documentation. Tuition is based on this classification. Transfer students will maintain the residence classification issued by the last public institution attended during the 12 months prior to the term for admission. See the current ACC catalog for information on reclassification of residency.

Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline will be withdrawn for nonpayment and will be required to re-register should they desire to enroll. Registration after being dropped for nonpayment does not guarantee a student will receive their original schedule of initially enrolled courses.

Course Related Fees
Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet courses, private music lessons and science labs. These fees vary based upon the course and are subject to change without notice.

Active Duty Military Tuition
Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the VA Certifying Official.

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

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

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the extra hours, nor do any courses taken at a private or out-of-state institution.

Excessive Developmental Education Courses
Students who exceed 18 hours of developmental courses at Alvin Community College will be billed an additional fee equal to the current out-of-district hourly rate.

Speakers of other languages enrolled into Developmental Education interventions should not exceed 27 hours of developmental coursework, of which at least 9 hours consist of ESOL remediation (TAC, rule 13.107).

Tuition Adjustment for Ad Valorem Taxpayers
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. 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
See complete information at College for All Texans.

Tuition Installment Plan
Students may opt to pay for tuition and fees using the installment plan. This plan allows a student to pay a down payment at enrollment and the remaining tuition and fees in installments thereafter. More information can be found in the POD/Paying for College.

Tuition Refund Policy
See Paying for College in the POD for credit courses. Continuing Education policies can be found on the CE webpage.

Financial Aid (Federal, State, Scholarships and Other Aid)

The most current financial aid information can be found on ACC's Financial Aid webpage**.**

Veterans Benefits/TA/GIBill® (Federal)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at http://www.benefits.va.gov/gibill.

Alvin Community College is approved for veteran's educational training. Students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the ACC VA Certifying Official via email at veteranservices@alvincollege.edu. See all information on the ACC Veteran Services webpage(s) or visit the POD/Campus Services/Student Support/Veterans Services.

Veterans Benefits/Hazlewood Act (State of Texas)

The Hazlewood Act is a State of Texas benefit for qualified Veterans, spouses, and dependent children. Please see complete information on the ACC Veteran Services webpage. Also visit the POD/Campus Services/Student Support/Veterans Services.

Course Withdrawal

Developmental Course Withdrawal
Students seeking to drop a developmental education course must obtain permission from the instructor and the department chair and/or Dean. Except for the extenuating circumstances, students are not allowed to withdraw from a specific developmental course sequence (Math or English), including co-requisite courses, more than two (2) times.

Regular Course Withdrawal
Withdrawals may affect financial aid, veteran's benefits, athletic eligibility and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the Pathways and Financial Aid Advisors. Students seeking to withdraw from a developmental education course must obtain permission from the instructor and the department chair and/or Dean.

- **Withdraw from the POD.** A confirmation receipt for the withdrawal will be sent within three business days. Please contact advising@alvincollege.edu if an email receipt is not received. See more information in the POD/Records and Registration/Withdrawing from Classes.

*Dual Enrollment students must see a Dual Enrollment Pathways Advisor for assistance with a withdrawal.

Active Military Withdrawal
Those called into active duty may appeal to the Vice President, Student Services to:

- Request refund of the tuition and fees
- Receive an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript.
- Receive an appropriate final grade if the student has satisfactorily completed a substantial amount of the course.
- No penalty assessed to students receiving financial aid.

The Student Appeal Request form is found in the POD under Student Resources.

Grades for Withdrawals
Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W. Courses may not be dropped after the posted deadline.

Alternate Methods of Instruction (Distance Education)

A "distance education course" refers to a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses are defined as follows:

1. Fully Distance Education Course: A course that may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.
2. Hybrid/Blended Course: A course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

Internet (IN)
An Internet (IN) class is conducted almost, if not entirely, online. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the reliable high-speed Internet in order to be able to complete all course requirements. Internet classes are conducted through Blackboard, which is ACC's Learning Management System. Students may request a course syllabus in advance to determine if course is fully online or not.

Hybrid (HY)
Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of classroom meetings. Students attend a portion of the class in the traditional classroom at regularly scheduled times and complete the remaining portion of the class online using Blackboard.

Remote Learning
Remote learning opportunities are offered entirely online. Live instruction using web-based conferencing tools may be held during the posted meeting days/times.

For more information about ACC's online degrees and certificates, click here.

Blackboard
Blackboard is ACC's Learning Management system. Internet and hybrid classes can be accessed via Blackboard by clicking "The POD" at the top of the ACC homepage. Once you have logged into the POD, you should see your courses, depending on your device, either on the right-hand side or bottom of your screen under "My Classes."

How Do I Know if My Device is Compatible with Blackboard?
Find out if your operating system and browser are compatible with Blackboard.

What is the Blackboard Student App?
The Blackboard student app enables students and faculty to access and update much of the core content already available on Blackboard from their mobile devices.

How Do I Obtain the Blackboard Student App?
Google Play store on Google devices
Android Marketplace™ on Android devices
App Store on iPhone®, iPod touch®, and iPad™
- Search for "Blackboard Student"
- Install the app
- Search for Alvin Community College
- Log-in using your ACC email address and password

Where can I find my Internet/Hybrid courses?
Online/Hybrid classes can be accessed via the POD at the top of the ACC homepage.

When should I log-in to my Internet/Hybrid courses?
Make sure to access your courses on the first day of class.

How will my instructors communicate with me?
Check your ACC student email regularly for important updates or reminders from your instructors. Be sure to also review your course syllabus so that you are aware of what other ways your instructor might communicate with you.

Class Attendance

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Some departments and faculty may have other attendance policies for their programs or courses. Students should reference their course syllabus for more specific attendance policies.

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

Dropping Students for Non-Attendance
On the Census Day of each term, students who have never attended a class, will be dropped by the Registrar for non-attendance from that course. In the case of online and hybrid courses, attendance will be determined in terms of participation, as defined by the Department of Education and as described in the course syllabus and Faculty Handbook. Tuition refunds will be based on the date students are dropped, at the appropriate refund percentage, as posted in the POD (Paying for College/Payments and Refunds/ Refunds) for each term. Students are strongly encouraged to check their enrollment/course status on the POD.

Religious Holy Days
(See Policy FC)
A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20.

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code, §51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or

complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be completed. Any concern about the nature of the absence or the reasonable amount of time to complete missed assignments or examinations should be discussed with the Vice President, Instruction.

Excused Absence for Active Military Service
(See Policy FC)
Upon notice from a student, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Education Code 51.9111(c); 19 TAC 4.9(a)–(b). For more information see: "FC" legal policy on the college website.

Children in Class/Unattended Minors
Only officially enrolled students are allowed to attend classes and participate in instructional activities such as tutoring, assessment, and learning lab services.

Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian, or authorized responsible adult at the ACC main campus, UHCL-Pearland, SCHS, JBH (evening classes at SCHS and JBH) or any other satellite campuses, to monitor the student's activities outside of class and to be immediately available in case of an emergency. Infants and minor children are not allowed in the classroom, laboratories, employee offices, 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 on the ACC campus.

Denial/Suspension/Revocation of Admission/Attendance
The College may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus if there is evidence that the student's admission or presence on campus may pose a threat to the safety of the student, other students, the faculty/staff of the College, or College property.

The decision to deny, suspend or revoke admission or to limit classes or presence on campus will be made by the College President or designee based on written and/or oral evidence. The student will be granted due process as outlined in the Student Handbook.

Grades, Transcripts and Academic Information

See Grade and Transcript information in the “Grades and Transcripts” section of the College Catalog.

Official Transcript Requests
See Transcript Requests

Student Records

(See Policy FJ)
Custodians of Records
The Vice President, Student Services is the custodian of all records for currently enrolled students and for all official academic records. The Vice President, Student Services is custodian of academic status records as well as the custodian of all other records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g. (See Policy FJ/Legal)

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

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

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

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

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

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

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

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

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

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

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

A school official has a "legitimate educational interest" in a student's records when he or she is:

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

Access by Parents
The College District may disclose educational records to a student's parent without the student's consent under circumstances specified in law. (See Policy FJ/Legal). A qualified parent shall be subject to the provisions of the request procedures above.

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

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

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

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

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

Family Education Rights and Privacy Act (FERPA)
The Family Education Rights and Privacy Act of 1974 is commonly known as FERPA. This act provides that all records pertaining to a student 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.

Release of Directory Information
The following items are considered directory information and may be released without the written consent of the student:

Name, address, telephone numbers, date of birth, major, awards, degrees, email address, participation in sports activities, weight and height of athletic team members, dates of attendance, most recent educational institution of attendance, and enrollment status.

See complete information in the POD under Records and Registration/My Student Records. If you do not want your directory information released, follow the instructions found in the POD under Records and Registration/My Student Records.

For information on limited release of information and person proxy online, see Records and Registration/My Student Records.

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

Records – Student Information Change
Refer to the POD/Records and Registration/Contact Information and Name Changes for complete information.

NOTE: Email is ACC'S official method of communication with students. Correspondence is sent to the ACC student email address which is provided at no charge to currently enrolled students.

Graduation, Degree Completion and Commencement

See complete information in the Graduation section of the ACC Catalog.

Honors and Awards

See Student Success and Student Services/Academic Honors and Awards in the ACC Catalog.

Instructional Resources for Students

The POD
Alvin Community College integrates applications, course work, calendars, and campus information on the POD, which can be accessed by current students via the ACC homepage. The POD includes links to the following services using **ACCess ID** (one ID and password to use with the POD, Blackboard and Office 365):

Student Planning
- Search and register for classes
- View grades
- Request transcripts
- Update contact information
- Plot courses and plan degree or certificate completion; use "program evaluation" to determine what classes are needed.
- Check financial aid status

Campus Technology
All campus technology information including the following information can be found in the POD under Campus Services/Campus Technology.
- ACC student email
- ConexEd
- Office 365
- Student Phishing Tests
- Student Technology Resources
- The POD and WebACCess
- CyberSafety
- WiFi access

Learning Lab
The learning lab is located upstairs in Building A for students to work with tutors, study, complete assignments, conduct research, and work collaboratively. For more information, review the information in the Student Support Services area of the POD.

Library
The library is also located on the second floor of Building A. More information about the ACC library can be found in the POD under Campus Services/Library.

Student Welfare (Wellness and Health Services/Communicable Diseases)

Communicable Diseases
Communicable diseases include, but are not limited to, measles, influenza, health pandemics, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

For the purposes of this policy, the term "HIV infection" shall include AIDS, ARC, and a positive test for the antibody to HIV.

Basis for Action
The College District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

Pandemics
If needed, the College District shall take actions and set standards for protecting the campus community by enacting protective measures designed to limit exposure to life-threatening pandemics such as influenza and COVID-like pandemics. In all cases, the College District will seek guidance from the U.S. Center for Disease Control (CDC), local, and state departments of health. Measures may include total or partial transition to online classes, on-campus social distancing procedures, and in-person, or virtual health screenings. Health screenings and social distancing measures may include mandatory daily health screening surveys, temperature screenings, and mandatory face-mask coverings. Students who fail to fully comply with enacted safety measures, may face disciplinary sanctions, up to and including suspension from the College.

Nondiscrimination
The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

Education Program about HIV Infection
The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.

Publication
The College District's policy on HIV infection shall be made available to students by including it in the student handbook or other appropriate publications.

Student Welfare (Wellness and Health Information)

Counseling and Resources
ACC's Counseling and Community Resources webpage lists a variety of support services. **In an emergency, call 911.** To schedule an appointment, visit http://www.alvincollege.edu/Counseling-Services/. Other Campus Services information is available in the POD.

First Aid
In the event of a medical emergency, call Campus Police at 281-756-3700.

HIV Infection (AIDS, ARC and/or positive test for the antibody to HIV) Educational pamphlets on HIV are available in brochure racks throughout the campus as well in the ACC Welcome Center. More comprehensive information can be found at AIDS.gov.

COVID-19
See the most recent information on COVID-19 at https://www.cdc.gov/.

Miscellaneous Health Information
The following are health issues which may be of concern. It is suggested that you learn about them and take the appropriate steps to protect yourself and your family. *Certain programs such as Nursing or Allied Health Programs at Alvin Community College may require additional immunizations such as, but not limited to:*

- Measles, Mumps, Rubella
- TDap
- Poliomyelitis
- Hepatitis B
- More information on immunizations can be found at Texas Health and Human Services.

Suicide Prevention
ACC offers various suicide prevention activities and information throughout the year and ACC's Mental Health Resources webpage details a variety of support services.

988 is a three-digit dialing code that will route callers to the National Suicide Prevention Lifeline.

988 SUICIDE & CRISIS LIFELINE

Student Support Services

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

The ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team webpage. Additional information can be found in the POD/Campus Services/Student Support Services.

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

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

To report an emergency:
On or off campus, call 281-756-3700 or 911
Campus Crime Statistics **(Reported to ACC Police)**
Visit the POD/Campus Services/Campus Safety for more detailed information.

Services Provided by the Campus Police Department

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

Emergency Notification System
Alvin Community College utilizes RAVE Emergency Notification system to warn of any possible threats or emergencies on or around the campus including, but not limited to active shooter, severe weather and college closings. Students must provide emergency contact information through their Apply Texas application for ACC. This information is used to automatically enroll students in RAVE each semester of attendance. Students can update their emergency data through the POD by completing the Student Data Change Request form.

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

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

Parking Permits
Automobiles and motorcycles must be registered and permits must be displayed when parking on campus.

- Apply online at http://www.alvincollege.edu/campus-police/. Information needed: driver's license number, license plate number, and make/model of vehicle. ACC parking permits are also required for students taking ACC classes at UHCL-Pearland. Students who are only taking classes after 4:00 p.m. at JB Hensler CTE Campus or Shadow Creek HS do not need an ACC parking permit.
- Permits will generally be available the day after application except weekends and holidays and can be obtained at the Campus Police Office in H building. Students must have a current, valid ACC ID to obtain their parking permit.

Vehicle Assists
Officers are available to assist with difficulties starting a vehicle, changing a flat tire, or with locked keys in a vehicle. To have a vehicle unlocked you must provide a valid driver's license.

Student Travel Policy
Contact the Student Activities Coordinator at 281-756-3686 for more detailed information. Also see Local Policy CJ.

Career Services
Career Services staff are available to assist students and graduates with their career goals. Whether you are undecided or ready to make a career move, the staff can help you maximize your career potential by exploring your interests and matching them with employment opportunities. Career Services provides resources, as well as, personalized assistance with resume writing and interviewing technique. Please visit Career Services in the ACC Welcome Center.
Specific services include:

- NeoGov – Application System
- Resume and Cover Letter Writing Assistance
- Mock Interviews
- Career/Employer Information Resources
- Career-Related Workshops and Programs
- Job Fairs
- Job postings may be found at http://www.alvincollege.edu/jobs.

Career Services/Student Employment
NeoGov is an applicant database used to advertise faculty, staff, and student employment opportunities. All Alvin Community College students and graduates must register to use NeoGov. Many opportunities are directly related to degrees and certificates offered at Alvin Community College. College departments also advertise to fill college work-study or student worker positions. Job postings may be found at http://www.alvincollege.edu/jobs/.

Career Testing with Career Coach
Career Coach is a web-based tool that is used for career-based research using labor market data to make career decisions easy. The options in Career Coach are endless - building a resume, discovering programs to pursue, and exploring local job market data. Access Career Coach by visiting https://alvincollege.ed.emsicc.com. After completing Career Coach, schedule an appointment with the Career Services Coordinator to review results.

Child Development Laboratory School
The Department of Child Development & Education operates a laboratory school which is licensed by the Texas Department of Family and Protective Services. The Laboratory School operates on the ACC calendar and as a full day, full year program for children, 18 months to five years. For more information or to receive a fee schedule, contact the ACC Child Development Laboratory School at 281-756-3643. See the POD/Campus Services/Childcare for more detailed information.

College Store and Food Services
The ACC store, located in Building E sells textbooks, supplies, ACC logo clothing, food, snacks, coffee/drinks and more. More information can be found at https://www.alvinccstore.com/.

Continuing Education
The Department of Continuing Education Workforce Development provides lifelong educational opportunities through non-credit programs. Continuing Education offers workforce development training as well as special interest and personal enrichment courses. Additional information about Continuing Education Workforce Development can be obtained at the Continuing Education department in Building H.

Counseling by Licensed Professional Counselors (LPC's)
Alvin Community College employs Licensed Professional Counselors who provide counseling services to all currently enrolled students. Counseling services include short-term personal counseling, mental wellness workshops, career counseling, referrals to community resources, study skills assistance, and interpretation of career assessments. All services offered are free of change and confidential. Counseling records are kept confidential and separate from all other college records. Exceptions to confidentiality will apply when there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In these instances, state law requires that Licensed Professional Counselors notify the proper authorities.

To schedule an appointment, visit ACC's counseling webpage. Dual Enrollment students are referred to their high school counselors for support.

Dual Degree Program for High School Students
To help students reach their educational goals in a timely manner, local school districts and Alvin Community College offer qualified students the opportunity to simultaneously earn a high school diploma and an Associate of Arts Degree in General Studies. The Dual Degree program is a rigorous program that requires extra time and dedication. Interested students should contact their ACC Dual Enrollment Advisor for more information. Students can also email the department at DualEnrollment@alvincollege.edu or visit the ACC Dual Enrollment webpage for more information.

Financial Literacy Resources
Make well-informed decisions about your finances and review the resources available on the ACC webpage which are designed to help improve your understanding of financial concepts and services.

Food Assistance
ACC has Blessing Boxes on campus that contain toiletry and food supplies for students and staff, as well as the community.

Foster Care Liaison Officer for Students Currently/Formerly in DFPS Conservatorship
The Texas Education Agency requires that each institution of higher education appoint a Foster Care Liaison Officer (FCLO) to assist in coordinating education support services and other relevant information directly to individuals who are currently or were previously placed in foster care. The FCLO serves as a point of contact for adopted, unaccompanied (independent) and homeless students as well. For more information about these services or to schedule an appointment with ACC's FCLO, call 281-756-3531 or visit ACC's Foster Care Alumni Support Program webpage.

Lactation Room for Nursing Moms
- The lactation room is located in H building in Room 130 near ACC Campus Police.
- The area is equipped with chairs, end tables, electrical outlets, hand washing area and a lockable door.
- The use of the lactation room should be associated with breastfeeding or expressing of milk only. Any other purpose is in violation of the area's intent and policy.
- The lactation area is available first-come, first-serve for use in 30-minute increments and will accommodate up to two individuals.
- To ensure privacy and the safety of guests, please secure and lock the door to the lactation room during use.
- Breastfeeding mothers must supply their own pump, attachments, containers, cooler storage, etc.
- Lactation room users are asked to clean up after each use of the room in order to ensure cleanliness and sanitation for the next user.
- Please contact 281-756-3517 to report any issues or damages to the lactation area.
- In the event of a fire emergency, evacuate to the nearest exit.

Student Accessibility Services
Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities. Student Accessibility Services focuses on assisting students with accommodations as necessary. All students needing accommodations are encouraged to register with Student Accessibility Services and provide documentation in order to determine appropriate accommodations. Appointments with the Student Accessibility Services coordinator should be made at least 2-3 weeks prior to the beginning of the semester that a student plans to attend.

More information and resources regarding transition, documentation, and services can be found on the ACC webpage under Disability Services. Information is available on the website or by calling 281-756-3533 or email, SAS@alvincollege.edu.

Service Animals
(See Policy FAA)
Under the Americans with Disabilities Act (ADA), "service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a

wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. 28 C.F.R. 35.104. For more information contact the Student Accessibility Services at sas@alvincollege.edu or 281-756-3533 OR see complete FAA Policy.

Non-Service Animals/Comfort Pets
Non-service animals/comfort pets are not allowed in the classroom, laboratories, or other facilities of the college.

Student Center (E Bldg.)
The Student Center is located in E building. Students are encouraged to visit the area and participate in scheduled activities as well.

Student Identification Card
Available in the Student Activity area in E building. All enrolled students are required to carry a valid student ID card when on campus. Student ID's grant access to the Fitness Center, Learning Lab, Testing Center, student computer labs, game room and many other student services. The first ID card is free, while replacement cards are $5. Students must present a tuition receipt showing payment for the current semester and a valid picture ID such as driver's license, state issued ID, passport, or military ID. Students must renew their ID's each semester of attendance.

Veteran Services
ACC is approved by the Veteran's Administration to provide educational services to veterans. To enhance the educational experience for veterans, the college has designated a lounge/meeting area in G129 reserved only for veteran students. This area provides a place to relax, study and visit with other veterans on campus. ACC also has an active Veterans club that engages veterans in campus activities and encourages community service. Information on veteran educational benefits can be found on the ACC Veteran webpage. Also see the POD/Campus Services/Student Support/Veterans Services.

Voter Registration
Alvin Community College promotes civic student participation by making voter registration materials available in the Student Activities office. Visit the Vote Texas webpage for more information.

Student Activities

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student, and the College encourages its students to participate and get involved. Activities range from health/wellness to cultural awareness, entertainment and more. Visit the POD/Life at ACC/Student Activities or come by the Student Activities Office (E bldg.) for more information.

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

Athletics
The College District is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's fast-pitch softball. All student athletes must meet academic eligibility requirements and be enrolled in at least twelve (12) hours each semester.

Clubs and Organizations
College life is more than just going to class and studying. By joining and becoming active in an ACC club, students have the opportunity to make new friends, build leadership skills, help the community and gain valuable experiences universities and employers are looking for on resumes.

NOTE: For complete guidelines regarding Student Clubs and Organizations, contact:
Student Life
Building E
Phone: 281.756.3688
Email: studentlife@alvincollege.edu
The POD/Life at ACC/Club Listings

Drama
The Drama Department presents productions throughout the year and the Summer Children's Theatre Festival produces shows during the summer. Auditions are posted in the Auditorium Lobby and are open to students and the community. Tickets can be purchased at the ticket booth by calling 281-756-3606. Also visit the POD/Life at ACC/Theatre Performances.

Fitness Center
The ACC Fitness Center is located in Building F and is free for current students who have paid activity fees. A current Alvin Community College student ID is required upon entry. For more information, visit the POD/Campus Services/Fitness Center.

Music
The Music Department offers four major ensembles in which to be involved. Scholarships are available for participating in one or more of these groups and you need not be a music major to qualify. Contact the Music Department for more information at 281-756-3587.

- Concert Choir, a large ensemble that performs at least two concerts per year of the standard choral repertoire;
- Chamber Choir, a small, audition only, pop/show choir that performs several concerts throughout the year;
- Concert Band, a large ensemble that performs several concerts a year of standard concert and symphonic band literature;
- Jazz Band, a group that performs the standard jazz repertoire.

KACC Radio–89.7FM
KACC is the radio station of Alvin Community College. KACC signed on the air in 1978 and has helped start the careers of many professional radio and television personalities around the United States. KACC operates as the radio laboratory for the Communication Department and is regularly involved with campus events.

In addition, the radio station covers local high school sports events through live broadcasts. KACC also addresses the needs and the issues of the community by hosting interview programs with leaders and organizations from around the area. Visit the POD/Life at ACC/KACC Radio and TV for more information.

KACC TV
KACC TV streams live college, city and community events. The station is available on any device with internet connection Go to http://www.alvincollege.edu/communications. Visit the POD/Life at ACC/KACC Radio and TV for more information.

Student Activities (Student Organizations)

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

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

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

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

Eligibility
A group shall be eligible for registration if:

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

Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

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

The Vice President, Student Services may take one of the following actions:

1. Affirm the student activities coordinator's decision;
2. Reverse the student activities coordinator's decision; or
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the Vice President, Student Services, who shall then take final action.

The decision of the Vice President, Student Services may be appealed in accordance with Student Rights and Responsibilities/Student Complaints.

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

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. (See Policy FLA). The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. (See Policy FK).

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. (See Policy FLA). The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. (See Policy FKA).

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

Required Submissions
Each registered student organization shall submit the following:

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

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

1. No longer meets the eligibility requirements; or

2. Violates College District policies and procedures or local, state, or federal law.

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

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

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

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

NOTE: For complete guidelines regarding Student Organizations, contact the student activities coordinator.
Building E Phone: 281.756.3688
Email: StudentActivities@alvincollege.edu

Student Activities (Social Networking)

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

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

Guidelines for Posting When Representing ACC
Clubs and organization may develop social media accounts to promote activities and events and facilitate open communication among membership. **Contact the ACC Marketing Department at 281-756-3542 <u>before</u> an account is created.** Once you've obtained the necessary approval:

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

The POD
Alvin Community College integrates applications, course work, calendars, and campus information on the POD, which can be accessed by current students via the ACC homepage. The POD encompasses and links to the following services using **ACCess ID** (one ID and password to use with the POD, Blackboard and Office 365).

Student Rights and Responsibilities (Sex Offender Registration)

(See Policy FL)
Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Code of Criminal Procedure 62.152 or any other provision of Code of Criminal Procedure Chapter 62, who is a student at a public institution of higher education, including a college district, shall report that fact to:

1. The authority for campus security for the institution; or
2. If an authority for campus security for the institution does not exist and the person is otherwise required by Chapter 62, Code of Criminal Procedure, to register at the authority the local law enforcement authority of:
    a. The municipality in which the institution is located; or
    b. The county in which the institution is located, if the institution is not located in a municipality.

The person described above shall provide the authority for campus security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure 62.051(c). The person shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a student at the institution.

The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person and any information received from the Texas Department of Public Safety under Code of Criminal Procedure 62.005.

This section does not impose the requirements of public notification or notification to public or private primary or secondary schools on an authority for campus security; or a local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by Code of Criminal Procedure Chapter 62 to make notifications. *Code of Criminal Procedure 62.153*

Student Rights and Responsibilities (Student Expression and Use of College Facilities)

(See Policy FLA)

Expressive Activities
"Expressive activities" means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

Distribution of Literature
Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.
The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitation on Content
Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. (See policies DIAA, DIAB, FFDA, and FFDB).
5. The materials constitute non-permissible solicitation. (See Policy FL).
6. The materials infringe upon intellectual property rights of the College District. (See Policy CT).

Time, Place, and Manner Restrictions
Distribution of the non-school literature shall be conducted in a manner that:

1. Is not disruptive; (See policy FLB).
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

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

The Vice President, Student Services along with administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

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

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the student activities coordinator. No object other than a sign may be posted on College District property.

Restrictions
A sign shall not be larger than 22 inches by 28 inches, unless authorized by the student activities coordinator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant;
8. In a College District building, except on a bulletin board designated for that purpose.

Removal
A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

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

Disclaimer
Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds
The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

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

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

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

Approval shall not be granted when the official has reasonable grounds to believe that:

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

The Vice President, Student Services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Common Outdoor Area Exception
Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements and Publicity
In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

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

Violations of Policy
Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with Expression
Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals
Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA (LOCAL) or FLD (LOCAL), as applicable.

Publication
This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Student Rights and Responsibilities (Conduct)

(See Policy FLB)
Classroom Conduct
It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. Instructors are authorized to establish within reason, rules of conduct within the classroom. Instructors may ask a student to temporarily leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Disruptive students are subject to disciplinary action as outlined in this Student Handbook with due process.

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

- Being asked to leave the class
- Referral to the Vice President, Student Services
- Course withdrawal
- Disciplinary action

Electronic Devices - Classroom Use
Alvin Community College establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom.

1. Faculty may restrict or prohibit the use of personal electronic devices in their classroom, lab, or any other instructional setting. Faculty may allow students to use laptops or other devices for taking notes or classwork.
2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
3. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the faculty.
4. Students who fail to comply with faculty will be subject to the Student Discipline and Conduct Code as printed in this publication or be withdrawn from the class.
5. In establishing electronic restrictions, faculty must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.

Definitions
Student
A "student" shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises
The "premises" of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty
Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and

freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic/scholastic dishonesty are subject to disciplinary measures.

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

"Cheating" shall include, but not be limited to:

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

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

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

"Disorderly Conduct"

Includes any of the following activities occurring on premises owned or controlled by the College District:

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

Responsibility

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

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

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;

5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct
Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Federal, State, and Local Law
Prohibited Weapons and Devices
Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. See Policy CHF.

Drugs and Alcohol
Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts
Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions
"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others
The following behavior targeting others shall be prohibited:
1. Threatening another person, including a student or employee.
2. Intentionally, knowingly, or negligently causing physical harm to any person.
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking or bullying directed toward another person, including a student or employee. [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student. [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property
The following behavior regarding property shall be prohibited:
1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
2. Stealing from the College District or others.
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives
Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and E-cigarettes
Use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. (See Policy FLDB)

Misuse of Technology
The following behavior regarding misuse of technology shall be prohibited:
1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.

3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty
The following behavior regarding dishonesty shall be prohibited:
1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct
Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline
A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:
1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication
The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Student Rights and Responsibilities (Conduct/Prohibited Organizations and Hazing)

(See Policy FLBC)
A person commits an offense if the person:
1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution. *Education Code 37.152(a), 51.936(a)*

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. *Education Code 37.153(a)*

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by item 5, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
5. Involves coercing, as defined by Penal Code 1.07, the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code 49.01. *Education Code 37.151(6); 51.936(a)*

"Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students. *Education Code 37.151(5); 51.936(a)*

"Student" means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation. *Education Code 37.151(4); 51.936(a)*

Gang Free Zone

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

Student Conduct (Tobacco Use)

(See Policy FLBD)

Cigarette" means a roll for smoking that is made of tobacco or tobacco mixed with another ingredient and wrapped or covered with a material other than tobacco and that is not a cigar. Health and Safety Code 161.081(1); Tax Code 154.001

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

The term includes:

1. A device described by this definition regardless of whether the device is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. *Health and Safety Code 161.081(1-a)*

"Tobacco product" means:

1. A cigar;
2. Smoking tobacco, including granulated, plug-cut, crimp-cut, ready-rubbed, and any form of tobacco suitable for smoking in a pipe or as a cigarette;
3. Chewing tobacco, including Cavendish, Twist, plug, scrap, and any kind of tobacco suitable for chewing;
4. Snuff or other preparations of pulverized tobacco; or
5. An article or product that is made of tobacco or a tobacco substitute and that is not a cigarette.

Health and Safety Code 161.081(5); Tax Code 155.001

Unless subject to an exception under law, an individual who is younger than 21 years of age commits an offense if the individual:

1. Possesses, purchases, consumes, or accepts a cigarette, e-cigarette, or tobacco product; or
2. Falsely represents himself or herself to be 21 years of age or older by displaying proof of age that is false, fraudulent, or not actually proof of the individual's own age in order to obtain possession of, purchase, or receive a cigarette, e-cigarette, or tobacco product. *Health and Safety Code 161.252*

A political subdivision may not adopt or enforce an ordinance or requirement relating to the lawful age to sell, distribute, or use cigarettes, e-cigarettes, or tobacco products that is more stringent than a requirement prescribed by Health and Safety Code Chapter 161, Subchapter H. *Health and Safety Code 161.089*

Student Conduct (Alcohol and Drug Use)

(See Policy FLBE)

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles and at College District related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

It shall not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

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

Notice
Each student taking one or more classes for any type of academic credit and/or continuing education course or program of at least 150 hours shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. See the Drug & Alcohol Prevention Program (Drug-Free Schools & Communities Act) document in the POD/Campus Services/Student Support Services.

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

Student Rights and Responsibilities (Interrogations and Searches)

(See Policy FLC)
Searches in General
College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

Reasonable Suspicion Searches
Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

Suspicionless Searches
For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs
The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

College District Property
College District-provided technology, storage, and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District-provided technology, storage, or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

Residence Hall Rooms
Searches of student residence hall rooms shall be conducted in accordance with administrative procedures established by the College President or designee. The procedures shall describe the situations for which a search may be conducted and distinguish searches by College District officials from law enforcement searches.

Searches Conducted by Law Enforcement
Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

Student Rights and Responsibilities (Student Complaints)

(See Policy FLD)
Guiding Principles (Informal Process)
A student complaint is a College-related concern which a student perceives a situation to be unfair or a hindrance to the educational process. A complaint may also include discrimination on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation.

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

Formal Process
A student may initiate the formal process described below by timely filing a written complaint form. *Texas SB 968 requires the option to allow an individual to make an anonymous complaint regarding an allegation of sexual harassment, sexual assault, dating violence or stalking committed against or witnessed regardless of the location in which the alleged offense occurred.*

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

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

Freedom from Retaliation
Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

Notice to Students
The College District shall inform students of this policy through appropriate College District publications.

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

Other Complaint Processes
Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with policy FLD after the relevant complaint process:

1. Complaint alleging sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment. (See Policy FFDA)
2. Complaint alleging bullying, discrimination or harassment based on race, color, sex, gender, national origin, disability, age or religion. (See Policies, FFE, FFDA and FFDB)
3. Complaint concerning retaliation relating to discrimination and harassment. (See ACC Policy, FFDA and FFDB)
4. Complaint concerning disciplinary decisions. (See Policy FMA)
5. Complaint concerning a commissioned peace officer who is an employee of the College District. (See Policy CHA)

6. Complaint concerning grades. (See Policy FLDB)
7. Complaint concerning the withdrawal of consent to remain on campus. (See Policy GDA)

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

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

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

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

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

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

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

Untimely Filings
All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred
Each party shall pay its own costs incurred in the course of the complaint.

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

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

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

Level One

Complaint forms must be filed:

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

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

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

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

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

Level Two

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the Vice President, Instruction or Vice President, Student Services to appeal the Level One decision.
The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.
After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

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

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

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

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

Level Three

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

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

The Level Two record shall include:

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

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

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

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

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

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

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

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

The Level Three record shall include:

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

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

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See Policy BD).

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.
In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

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

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

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) publishes a Policy Statement on Complaint Procedures Against Its Accredited Institutions. Students, employees or others may initiate a complaint on alleged violations of SACSCOC Principles of Accreditation, the Core Requirements, and policies or procedures, as well as address possible violations of an institution's own policies and procedures, if related to the Principles. Refer to the Policy Statement for details on this process.

Student Rights and Responsibilities (Complaints/Course Grade Complaints)

(See Policy FLDB)

Grade Appeal

A student shall have one year from the date a grade is assigned to submit a grade appeal. Consideration of a grade appeal will only occur if there is evidence of the following:

1. Deviation from the syllabus or Board policy;
2. Grade calculation errors;
3. Disparate treatment of a student other than those addressed by Title IX processes; or
4. Inappropriate grade penalty for academic dishonesty.

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

Procedures

In order to appeal a grade, the student shall first meet with the faculty member to discuss the assigned grade. If a resolution is not reached, the student may initiate the formal grade appeal process through completion of the Academic Grade Appeal Form and submission to the Vice President, Instruction. A copy of the student's grade appeal shall be forwarded to the faculty member and appropriate dean. The faculty member shall provide a written response to the appropriate dean within five College District business days.

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

The student shall be permitted to appeal the dean's decision by submitting the original completed Academic Grade Appeal Form, the written response from the dean, and any additional information as appropriate to the Vice President, Instruction. Upon receipt of the grade appeal, the Vice President, Instruction shall determine if the grade appeal meets the requirements of this policy. If the appeal does not meet the requirements of this policy, the Vice President, Instruction will notify the student in writing within five College District business days. The decision of the Vice President, Instruction is final.

If the grade appeal meets the requirements of the policy, the Vice President, Instruction will refer the grade appeal to the Academic Appeals Committee within five College District business days. If the grade appeal is referred to the Academic Appeals Committee, the Vice President, Instruction shall notify the student of the date and time of the committee meeting and of the student's rights regarding the academic appeals committee process.

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

The Academic Appeals Committee shall then consider the grade appeal, make its recommendation, and prepare a final report for the Vice President, Instruction within five College District business days of the hearing. The Vice President, Instruction will review the Academic Appeals Committee recommendation and make a final decision. The decision of the Vice President, Instruction is final.

The Vice President, Instruction will provide written notification to the student, faculty member, and appropriate dean of the Academic Appeals Committee's decision no later than five College District business days following receipt of the Academic Appeals Committee's recommendation. If the decision requires a grade change, the registrar will be notified of the decision.

Student Rights and Responsibilities (Involvement in Decision Making)

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

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

Solicitations

(See Policy FI)
Student solicitation shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

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

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the Vice President, Administrative Services for the conduct of such activity;
2. The sale or offer for sale of any merchandise, food, or nonalcoholic beverages only in an area designated in advance by the Vice President, Administrative Services for the conduct of such activity;
3. The sale of or offer for sale of only manufacturer prepackaged in-date food and/or manufacturer prepackaged in-date unopened canned or bottled sodas and water, which may be sold without a food handling permit. The sale of food and drinks will not be allowed within 30 feet of, or in visible sight of, locations where the College District sells equivalent food or drinks.

4. The sale of or offer for sale of prepared food sold by vendors who possess a current food handling permit. Student organizations may collaborate with a vendor on approved events and charge a fee to benefit a registered student organization.
5. The collection of membership fees or dues by registered student organizations at the organizations' meetings scheduled in accordance with College District policy and procedures on use of facilities. (See Policy FLA)
6. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and scheduled in accordance with College District policy and procedures on use of facilities. (See Policy FLA)
7. The sale of raffle tickets by a registered student organization that can present to the Vice President, Administrative Services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3).
8. The collection of donations by a registered student organization.
9. The sale of personal items by students.
10. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the Vice President, Administrative Services.

Time Limit
No student or registered student organization shall solicit under this policy for more than the time limit established by administrative regulations for each fiscal year.

Exception
If approved by the Vice President, Administrative Services, solicitation intended to raise funds to respond to a declared disaster or emergency is not subject to the established time limit.

Use of College District Name
Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the Vice President, Administrative Services in accordance with procedures developed for that purpose.

Conduct During Solicitation
Solicitation made pursuant to the terms of this policy must be conducted according to the following:
1. The solicitation shall not disrupt or disturb the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, threaten, or intimidate the person or persons being solicited.

Sanctions
If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the Vice President, Administrative Services.

If the Vice President, Administrative Services determines that a solicitation is being conducted in a manner violating this policy, the Vice President, Administrative Services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in ACC's Discipline and Penalty policies. In the case of a registered student organization, the Vice President, Administrative Services may revoke the registered status of the organization in accordance with ACC's Registered Student Organizations policy.

Site Management (Weapons)

(See Policy CHF)

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

From TASB CHF Legal Policy

1. Any of the following items, unless the item is registered in the National Firearms Registration and Transfer Record maintained by the Bureau of Alcohol, Tobacco, Firearms and Explosives or classified as a curio or relic by the U.S. Department of Justice:
    a. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01(2)
    b. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01(9)
    c. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a shotgun or rifle if, as altered, it has an overall length of less than 26 inches). Penal Code 46.01(10)
2. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01(12)
3. A chemical dispensing device (a device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being). *Penal Code 46.01(14)*
4. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). *Penal Code 46.01(16)*
5. A tire deflation device (a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires; it does not include a traffic control device that is designed to puncture one or more of a vehicle's tires when driven over in a specific direction, and has a clearly visible sign posted in close proximity to the traffic control device that prohibits entry or warns motor vehicle operators of the traffic control device). *Penal Code 46.01(17)*
6. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01(2)

Refer to the complete TASB CHF Legal Policy for more detailed information.

From CHF Local Policy

The College District prohibits the use, possession, or display of any location-restricted knives, clubs, knuckles, firearm silencers, or prohibited weapons, as defined by law, on College District property or at a College District-sponsored or related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or related activity:

1. Fireworks of any kind, except when given prior approval by the College President for use in a display for a specific activity;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;

4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use. Students found to be in violation of this policy shall be subject to disciplinary action. (See Policies FM and FMA)

Campus Carry Information
Senate Bill 11 relates to the carrying of a concealed handgun on the campuses of higher education by those properly Licensed to Carry by the State of Texas or a reciprocating state. For further information pertaining to the guidelines/procedures of carrying a concealed handgun on campus or gun free zones, contact ACC campus police at 281-756-3700 or see the Campus Carry webpage.

Discipline and Penalties

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

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Community Service – Required completion of approved community service activities for a specified number of hours.
4. Scholastic penalties – Removal from a program or the assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
5. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
6. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
7. Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

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

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

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

Discipline and Penalties (Discipline Procedure)

(See Policy FMA)

Reports of Alleged Misconduct

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

The Vice President, Student Services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the Vice President, Student Services or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

Exception

Reports of sex discrimination or sexual harassment shall be submitted in accordance with DIAA or FFDA, as appropriate.

Conference

If, however, the Vice President, Student Services or designee determines that the allegation warrants further consideration, the Vice President, Student Services or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the Vice President, Student Services or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

Unfounded Allegations

After conferring with the student, if the Vice President, Student Services or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

Misconduct Warranting a Penalty

If the Vice President, Student Services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the Vice President, Student Services or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

Suspension

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

Expulsion

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

Interim Disciplinary Action

The Vice President, Student Services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

Disciplinary Appeals Committee
The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
2. Automatically, if the Vice President, Student Services or designee determines that a student committed misconduct warranting suspension.

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

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

Contents of Notice
The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
    a. To have a private hearing.
    b. To be assisted by an advisor or legal counsel at the hearing.
    c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
    d. To make an audio recording of the proceedings, after first notifying the Vice President, Student Services or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
    e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

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

Hearing Procedure
The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.

8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the Vice President, Student Services or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

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

Evidence

Evidence shall be handled in accordance with the following:

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

Appeal to College District Administration

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

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

Appeal to Board

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

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

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

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See Policy BD)
The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

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

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

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

The College President or designee shall provide the Board the documentation presented by the Vice President, Student Services.

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

Freedom from Discrimination, Harassment, and Retaliation (Sex and Sexual Violence)

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

Definitions
Discrimination
Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

Sexual Harassment by an ACC Employee
Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

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

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

Dating Violence
"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence
"Domestic violence" means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim's family as defined by state law;
- Any other current or former member of the victim's household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

Stalking
"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples
Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

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

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

Prohibited Conduct
In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant
In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.

Respondent
In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

Confidential Employee
A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

Reporting Procedures
A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX Coordinator, the College President or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct

Alternatively, a student may submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Exception
Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

Employee Report
Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.

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

Exceptions

Disclosure at Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Employee Subject to Confidentiality Rules

Absent the student's consent, or unless required by law a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Peace Officer

A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Title IX Coordinator

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

Dr. Estevan Vasquez, Director of Athletics
Title IX Coordinator
3110 Mustang Rd., Alvin, TX 77511
(281) 756-3690
Email: evasquez@AlvinCollege.edu
Title IX Webpage: http://www.alvincollege.edu/student-information/Title-IX.html

Responsible Employees

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Timely Reporting

A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.

Consolidate Reports

When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

Advisor

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have conflict of interest of bias.

Training
A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

Days
"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is files is "day zero." The following business day is "day one."

Extension of Timelines
Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

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

Initial Assessment
Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.
If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

Request Not to Investigate
The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint
To be considered a formal complaint under title IX, the complainant or the Title IX coordinator must sign the written report.

Notice to Parties
The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution
The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law.
If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not

determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.

Formal Resolution
If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.

Supportive Measures
If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.

College District Investigation
The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or Regulatory Investigation
If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

Concluding the Investigation
The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the Report
The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

College District Action
The Title IX coordinator shall submit the investigation report and any response from the parties to the dean of student support promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

The dean of student support or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the dean of student support or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the dean of student support or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The dean of student support or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or Corrective Action
If the dean of student support or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in policies FM for student or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception
The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

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

Dismissal of Complaint
Mandatory Dismissal
An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal
Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal
Upon dismissal of a complaint, the title IX coordinator or the dean of student support or designee shall provide the parties written notice of the dismissal.

Confidentiality
To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation
The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.

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

Failure to Report and False Claims
An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

Appeal
Discipline or Corrective Action/Students

Suspension
If the Dean of Student Support or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

Expulsion
If the Dean of Student Support or designee determines that a student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

Other Action
If the Dean of Student Support or designee determines that a student committed prohibited conduct that warrants other discipline or corrective action, the dean of student support or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

Employee
Suspension without Pay or Termination of Contract
If the Dean of Student Support or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the dean of student support or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.

Other Action
If the Dean of Student Support or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the dean of student support or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA, beginning at Level Three.

Other Appeals
All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. (See DGBA/local for employees, FLD/local for students, and GB/local for community members.)

Complaints Filed with OCR
A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Records Retention
Retention of records shall be in accordance with the College District's records retention procedures. (See Policy CIA)

Access to Policy, Procedures, and Related Materials
Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

Freedom from Discrimination, Harassment, and Retaliation (Other Protected Characteristics)

(See Policy FFDB)

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

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

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

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

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

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

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

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

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

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

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act (See Policy GAC).

Responsible Employee
For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

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

Ms. Lilly Guu
Director, Accessibility & Counseling Services
3110 Mustang Rd.
Alvin, TX 77511
281-756-3571

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

Alternative Reporting Procedures
A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.
A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

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

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

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

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Bullying, as appropriate.

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

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

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

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

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

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

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

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

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

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

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

Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through the process described in Student Complaints, beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention
Retention of records shall be in accordance with the College District's records retention procedures. (See Policy CIA)

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

Freedom from Bullying

(See Policy FFE)

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

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

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

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

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

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

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

Report Format
A report may be made orally or in writing. The Vice President, Student Services or designee shall reduce any oral reports to written form.

Prohibited Conduct
The Vice President, Student Services or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics, including harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFDA or FFDB, as appropriate, instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFDA or FFDB as appropriate, shall include a determination on each type of conduct.

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

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

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

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

Corrective Action
Examples of corrective action may include:

- Implementing a training program for the individuals involved in the complaint,
- Implementing a comprehensive education program for the College District community,
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred,
- Involving students in efforts to identify problems and improve the College District climate,
- Increasing staff monitoring of areas where bullying or retaliation has occurred, and
- Reaffirming the College District's policy against bullying and retaliation.

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

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

Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through FLD (local) beginning at the appropriate level.
Records Retention
Retention of records shall be in accordance with the College District's records retention procedures. (See policy CIA)

Access to Policy and Procedures
Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

Public Notice and Compliance Statements

EEOC Statement
Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran status.

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
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 SAS@alvincollege.edu. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Coordinator, Student Accessibility Services.

Campus Sexual Violence Elimination Act
Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act which is a 2013 amendment to the Federal Jeanne Clery Act. **SaVE was** designed by advocates, victims, survivors, and a bi-partisan coalition in Congress as a companion to Title IX to help bolster the response to and prevention of sexual violence in higher education. Campus crime statistics are reported on the campus police webpage.

VAWA (Violence Against Women Reauthorization Act)
Under VAWA, new students and new employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. ACC offers prevention and awareness programs through the Office of Student Activities and the Vice President, Student Services.

Title IX
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive Federal financial assistance.

Title IX Coordinators Responsible for Implementation and Enforcement
Students may receive information about rights and grievance procedures by going to the "What is Title IX" Quick Link on the ACC Website or by contacting the office of the Vice President, Student Services at 281-757-3517. Employees and others may contact the Executive Director of Human Resources for more information on sexual harassment.

Filing a Title IX Complaint
The Office of the Vice President, Student Services and the Executive Director of Human Resources have been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment or violation of civil rights of students. Students may also address their questions or complaints to the department chairperson or other college administrative personnel. In such cases, the chairperson or administrative personnel should immediately contact the Vice President, Student Services and/or the Executive Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a Title IX Discrimination Complaint (http://www.alvincollege.edu/Quick-Links/What-is-Title-IX) to the Vice President, Student Services. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances as outlined in ACC Policy.

Sexual Misconduct
It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when:

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

More information can be found from the "Report ACC Sexual Misconduct (Title IX)" tab at the bottom of any ACC webpage:

Sexual Assault, Domestic and Dating Violence, Stalking and Consent Defined
Sexual assault refers to any sexual act directed against another person against the person's will; or when the survivor is incapable of giving consent and includes incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

***Dating* violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

- Silence or absence of resistance does not imply consent.
- Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.
- If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Reporting an Incident

ACC encourages anyone who has experienced a sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident immediately to Alvin Community College Campus Police Department at 281-756-3700. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Vice President, Student Services, (who also serves as the student Title IX Coordinator) at 281-756-3517. The office of the Vice President, Student Services will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Title IX, Pregnancy

Title IX is a federal law that:

- Prohibits discrimination and ensures that all people have an equal opportunity for education, regardless of their sex or gender.
- Makes it illegal to discriminate on the basis of pregnancy, childbirth, false pregnancy, abortion or related conditions, including recovery.
- Ensures the right to take medically necessary leave and to be free of harassment or intimidation because of pregnancy-related conditions, including childbirth and recovery.
- Applies in and out of the classroom, including school-sponsored extracurricular activities, internships, athletics, financial aid and scholarships, and lab and clinical work.

- Requires schools to provide pregnant students with services and accommodations equal to those provided to non-pregnant students. Pregnant students may also be eligible for pregnancy-related disability services under the ADA.

Requesting and Receiving Services

You may not anticipate any academic needs associated with your pregnancy; however, your needs may change as your pregnancy progresses. Disclosure of your condition early in the pregnancy will help in making the planning process more proactive. Open communication between you, your instructors and Student Accessibility Services will be important so that appropriate academic adjustments and/or accommodations can be made throughout the pregnancy and recovery period. Student Accessibility Services will also collaborate with the Title IX Office to assist you in accessing supportive measures or accommodation as needed.

1. **Communicate with your instructors**. You are responsible for communicating with your instructors about your pregnancy or related condition. You will be referred to Student Accessibility Services regarding appropriate documentation and to assess your current needs.
2. **Documentation**. You will be asked to provide a doctor's note that includes your due date and any limitations related to your condition. This information needs to be provided to the Student Accessibility Services office, not the instructor. It will be kept confidential. You may also be asked to provide a doctor's release to resume classes.
3. **Identify needs and determine accommodations.** Student Accessibility Services will meet with you to discuss your specific situation and determine whether any accommodations are needed. Adjustments/accommodations may include (but not be limited to) special seating arrangements, breaks, flexible attendance, and early access to and/or extension of assignment or exam dates.

Leaves and Absences

Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by your doctor. You will be given the opportunity to make up missed work.

Returning to Class

You are permitted to resume your studies in the same status you had before your absence. You will not be penalized for your absence and you will be allowed to make up any missed credit, including participation credit, quizzes, papers or exams. Making up work may mean completing the assignments during the semester, or you may need to take an incomplete and complete the assignments later.

Resources

Student Accessibility Services

Email: SAS@alvincollege.edu

Title IX Coordinator

Dr. Estevan Vasquez
Phone: 281-756-3690
Email: evasquez@AlvinCollege.edu

Lactation Room

The lactation room is located in H building in near the ACC Campus Police. The area is equipped with chairs, end tables, electrical outlets, hand washing area and a lockable door. By using this space, students agree to abide by the following guidelines.

- The use of the lactation room should be associated with breastfeeding or expressing of milk only. Any other purpose is in violation of the area's intent and policy.
- The lactation area is available first-come-first serve for use in 30-minute increments and will accommodate up to two individuals.
- To ensure privacy and the safety of guests, please secure and lock the door to the lactation room during use.
- Breastfeeding mothers must supply their own pump, attachments, containers, cooler storage, etc.

Please direct any questions you may have about the lactation room to Vice President, Student Services at 281-756-3517.

Frequently Asked Questions

1. Is my absence excused if my doctor's appointment conflicts with a scheduled class?
   Yes, as long as the appointment is related to your pregnancy. You are responsible for informing your instructor prior to your appointment. You are encouraged to schedule your appointments at times that do not conflict with your class schedule, whenever possible.
2. Do I need to drop my class if my doctor puts me on bedrest?
   Not necessarily, discussion will need to occur between you, your instructor and Student Accessibility Services to determine options for your unique situation.
3. Am I entitled to a maternity leave?
   Maternity leave is not a medical necessity. Your absences and recovery time is excused as long as your doctor deems them medically necessary.
4. How will my instructor be notified of my accommodations or adjustments?
   Student Accessibility Services will complete an accommodation letter with you and send it to your instructors.
5. Who do I notify if I am absent because of delivery and recovery?
   Notify Student Accessibility Services and your instructors.

Sex Offender Information

The College complies 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.

Child Protection and Sexual Abuse Training

Alvin Community College, in compliance with SB 1414 and Texas Education Code 51.976 mandates Sexual Abuse Awareness Training for college employees involved in any campus programs for minors' such as camps for various activities including athletics, cheerleading, debate, theater, dance, and music.

The legislation defines a "campus program for minors" as any program that is

1. Operated by or on the campus of an institution for higher learning;
2. For the purpose of recreation, athletics, religion or education;
3. For at least 20 campers;
4. Who attend or temporarily reside at the camp for all or part of at least four days.

The college will provide information and documentation to the Texas Department of State Health Services (TDSHS) demonstrating that each employee of the campus program for minors has completed a state-approved Sexual Abuse Awareness Training Program.

Racial Harassment or Discrimination

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment or discrimination and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment or discrimination will not be tolerated.

Reporting an Incident

Students believing that they have been victims of racial harassment or discrimination should report such incident to the Vice President, Student Services by completing a complaint form at http://www.alvincollege.edu/ Campus-Information/Student-Complaints.

Student Right-to-Know

Student Right-To-Know (SRTK) is a federally mandated public disclosure requirement which provides data about Alvin Community College's completion and transfer rates. The purpose of SRTK is to provide the public with standardized information that might be helpful in making a college determination. Information about this data may be obtained from the Office of Institutional Effectiveness and Research. STRK rates are reported annually on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). More information can be found at Student Right to Know.

Photo and Video Recording Policy
ACC's Marketing Department conducts photo and video shoots of students throughout the year. These photographs and videos often include students in classrooms, study areas, attending events, etc. ACC reserves the right to use these photos and videos as a part of its publicity and marketing efforts. Students who enroll at ACC do so with the understanding that these photos and videos might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes. Verbal permission will always be requested from the student prior to use.

Substance Abuse Policy
Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both cultural and individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibits the unlawful possession, use or distribution of tobacco, alcohol, illegal and prescription drugs. See the Drug & Alcohol Prevention Program (Drug-Free Schools & Communities Act) document in the POD/Campus Services/Student Support Services.

Social Media Statement
Social media has fundamentally changed the way communication occurs as individuals and as a college. Alvin Community College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the college community which includes students, faculty, staff, parents, alumni, and other interested parties. Students using social media are governed by the same policies and rules of conduct that apply to all other activities at Alvin Community College. Even activities of a private nature conducted away from the College may subject a student to disciplinary action if they reflect poorly on the College, interfere with the conduct of College business, or are threatening to the safety of others.

Weapons Policy (CHF Local)
The College District prohibits the use, possession, or display of a firearm on College District property or at a College District sponsored or related activity in violation of law and College District regulations.

ACC Phone/Email/Web/Pod Directory

Main Phone 281-756-3500

Name/Department	Phone	Email	Webpage
Executive Leadership Team			
President	281-756-3598		
VP, Administrative Services	281-756-3594		
VP, Development & Outreach	281-756-3600		
VP, Human Resources	281-756-3639		
VP, Information Technology	281-756-3539		
VP, Instruction	281-756-3601		
VP, Strategic Initiatives	281-756-3794		
VP, Student Services	281-756-3517		
Deans			
Dean, Arts & Sciences	281-756-3718		
Dean, College Access & Partnerships	281-756-3746		
Dean, General Education & Academic Support	281-756-3725		
Dean, Institutional Research & Effectiveness	281-756-3633		
Dean, Legal & Health Sciences	281-756-5601		
Dean, Professional, Technical & Human Performance	281-756-3630		
Executive Director			
Executive Director, Continuing Education & Workforce Development	281-756-3791		
Services/Departments			
Admissions (Welcome Center)	281-756-3531	admissions@alvincollege.edu	www.alvincollege.edu (Admissions)
Advising		advising@alvincollege.edu	https://www.alvincollege.edu/admissions/academic-advising.html
Arts	281-756-3752		
Athletics	281-756-3699		
Business/Cybersecurity	281-756-3812		
Business Office (Cashier)	281-756-3593		
Campus Police	281-756-3700		https://www.alvincollege.edu/campus-police/
Career Services	281-756-3665	careerservices@alvincollege.edu	https://www.alvincollege.edu/careerservices/
Child Development & Education	281-756-3643		
Child Development Lab School	281-756-3644		https://www.alvincollege.edu/about/resources-services/labschool/ POD/Campus Services/Child Care
College Store	281-756-3681		https://www.alvinccstore.com/
Continuing Education Workforce Development	281-756-3787	cewd@alvincollege.edu	https://www.alvincollege.edu/cewd/registration.html
Criminal Justice/Law Enforcement Academy	281-756-3779	criminaljustice@alvincollege.edu	
Counseling (Licensed Professional Counselors)		counseling@alvincollege.edu	https://www.alvincollege.edu/counseling-services/ (make appointment with LPC)

Culinary Arts	281-756-3949		
Diagnostic Cardiovascular Sonography	281-756-5651		
Digital Communication Technology	281-756-3770		
Distance Education		de@alvincollege.edu	
Drafting & Design Engineering Technology	281-756-3784		
Drama/Speech	281-756-5683		
Dual Enrollment College & Career Pathways	281-756-3746	dualenrollment@alvincollege.edu collegecareerpathways@alvincollege.edu	https://www.alvincollege.edu/dualenrollment/ https://www.alvincollege.edu/pathways/
Economics/Government	281-756-3739		
Emergency Medical Services	281-756-5642	ems@alvincollege.edu	
English	281-756-3713		
Financial Aid	281-756-3424	fa@alvincollege.edu	
Fitness Center	281-756-3691		POD/Campus Services/Fitness Center
Foreign Language	281-756-5681		
Graduation	281-756-3506		https://www.alvincollege.edu/commencement/
Health Information Management	281-756-5659		
History/Geography/Philosophy/ Humanities	281-756-3623		
Information Technology	281-756-3544	itservices@alvincollege.edu	
International Student Advisor		International@alvincollege.edu	
KACC Radio/TV	281-756-3770	radiotv@alvincollege.edu	https://www.alvincollege.edu/communications/streams.html
Learning Lab/Tutoring			https://www.alvincollege.edu/student-information/tutoring-learninglab.html POD/Campus Services/Student Support
Library	281-756-3559		https://www.alvincollege.edu/library/ POD/Campus Services/Library
Logistics, Materials, & Supply Chain Management	281-756-3811		
Mathematics	281-756-3716		
Mental Health & Addition Counseling Program	281-756-3652		
Music	281-756-3587		
Natural/Physical Sciences (Biol, Astr, Chem, Geol, Phys)	281-756-5673		
Neurodiagnostics & Polysomnography	281-756-5656	ndt@alvincollege.edu	
Nursing	281-756-5630	nursing@alvincollege.edu	
Paralegal	281-756-3642	paralegal@alvincollege.edu	
Pathways Success Coaches		psc@alvincollege.edu	https://alvincollege.craniumcafe.com/group/pathway-success-coaches
Pharmacy Technician	281-756-3805	pharmacytech@alvincollege.edu	
Process Technology	281-756-3774	processtechnology@alvincollege.edu	
Psychology/Sociology	281-756-5680		
Public Relations	281-756-3600		
Recruiting	281-756-5223	recruit@alvincollege.edu	
Registrar		registrarsoffice@alvincollege.edu	
Respiratory Care	281-756-5661	respiratorycare@alvincollege.edu	
Sports & Human Performance	281-756-3692		

Student Accessibility Services	281-756-3533	sas@alvincollege.edu	https://www.alvincollege.edu/disability-services/ POD/Campus Services/Student Support Services
Student Life	281-756-3686	studentlife@alvincollege.edu	
TDCJ	281-756-5692		
Testing (Assessment)	281-756-3526	assessment@alvincollege.edu	https://www.alvincollege.edu/admissions/testing.html
Theatre Box Office	281-756-3606		
Transfer Evaluation	281-756-3505		
Transcripts			https://www.alvincollege.edu/students/transcript-requests.html
Upward Bound Program	281-756-3604	upwardboundgrant@alvincollege.edu	
Veteran Services	281-756-3633	veteranservices@alvincollege.edu	https://www.alvincollege.edu/veterans/
Web Services	281-756-3567	webservices@alvincollege.edu	

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Office of VPSS/CM

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Alvin Community College is an Equal Opportunity Institution. If you have a disability and need assistance or require special accommodations contact the Office of Student Accessibility Services at 281.756.3533 or sas@alvincollege.edu.