

# ALVIN COMMUNITY COLLEGE

## STUDENT HANDBOOK 2017-2018

### Alvin Community College

3110 Mustang Road  
Alvin, TX 77511  
281-756-3500

Website: [www.AlvinCollege.edu](http://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

Life Threatening - 911

Non-Life Threatening - 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 through WebACCess or at the Admissions Office.

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

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Dear Student,

On behalf of the faculty and staff, I welcome you to Alvin Community College. ACC provides many advantages to students who are either looking for a career or plan to continue their education at a college or university. We appreciate the support and trust you have in ACC to further your education. In order to make sure that your time here is a success, we encourage you to review the information provided so you are aware of the benefits and policies at ACC.

ACC is a vibrant institution with strong support from the community. Our talented and dedicated faculty and staff are here to serve you and facilitate your success.

Whether you recently finished high school or you are returning to college to improve your job skills, you will find everything you need to achieve your goals. Congratulations. We're glad you are here.

Fins Up!

Dr. Christal M. Albrecht  
President



Welcome Students,

On behalf of Alvin Community College, I would like to welcome and congratulate you on taking the next steps to ensuring your future success. We know you have a choice when determining which college to attend and are proud you chose ACC. We look forward to providing you with the needed resources and support giving you every opportunity to succeed.

At ACC, you will discover a quality education with highly skilled faculty and dedicated personnel committed to providing you with the best educational experience. Our goal is to ensure you leave ACC well prepared with the confidence to be an innovative leader in your career or to continue to advance and reach the next level of your academic goals. We are reviewing ways to improve our processes and policies and value your input. We strongly encourage you to share your suggestions and ideas for ways we can better support you and to enhance your ACC experience.

Again, congratulations and should you have any questions or concerns, do not hesitate to reach out to any ACC faculty or staff member for further guidance.

Sincerely,

Marilyn Dement  
Vice President of Student Services

# Admissions and Advising

[\(See policy FB\)](#)

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.

## Applying to ACC

Apply to ACC at [Apply Texas](#) or visit the Admissions Office in Building A. All students enrolling at ACC for the first time must be advised by Advising Services. Students should complete testing before their advising session, or bring Texas Success Initiative (TSI) assessment scores or proof of TSI exemption to the session. International students should meet with the international student advisor.

## Admissions Office and Advising Services Hours

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.

## Summer Hours are:

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:

- **College 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 Credit** – A student is accepted for the dual credit program when Texas Success Initiative standards have been met or the student qualifies for an exemption. Students must also meet ACC admission requirements and have approval from high school and college dual credit representatives.
- **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.
- **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.
- **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.
- **International Student** – Non U.S. citizens or non-permanent residents may be admitted as international students. International students are required to make an appointment with the advisor for international students.
- **Out-of-Country High School Diploma** - Students who earned a high school diploma from an out of country high school may enter Alvin Community College under Individual Approval status. Those who plan to apply for financial aid must have their transcripts formally translated and evaluated by an approved evaluation service OR successfully complete the HSE prior to seeking admission to the college.

## Advising Services

Students are encouraged to maintain contact with college counselors and advisors throughout their enrollment at ACC. Advising services include:

- Assistance in selecting a program of study
- Explanation and interpretation of TSI status and placement scores
- Assistance with registration/course selection
- Transfer information
- Orientation to college services and resources
- Assistance with study skills
- Short-term personal counseling
- Veteran's benefits
- Services for students with disabilities
- International student advising
- Dual Credit and Dual Degree advising

## New Student Orientation

The Office of Student Activities coordinates [New Student Orientation](#). Students who are attending college for the first time and dual credit students continuing their studies at ACC are required to complete NSO. Those who are new to ACC will also benefit from the information presented in this program. Orientation must be completed during the first semester of attendance using one of the following formats:

1. New Student Orientation programs held throughout the year
2. Dolphin Camp
3. Web-based program found on the college home page

## Dolphin Camp

Dolphin Camp is a two-day extended orientation session offered during the summer to first generation college students. The camp provides students with the chance to get a crash course in college life, meet new students and start developing the relationships needed for college success.

## 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) 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 credit 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

- An Alvin Community College [Bacterial Meningitis Form](#) may be submitted.
- 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.
- An official immunization record generated from a state or local health authority.
- 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 print the form, have it notarized, and file it with the Admissions Office. 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 the Admissions Office (A100) by phone (281-756-3531), in person, or by email to [Admissions@alvincollege.edu](mailto:Admissions@alvincollege.edu). Students will be allowed to self-register after the waiver has been entered.
- **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.

## Prevention Programs

(See policy FA)

All entering freshmen and transfer students are required to attend a new student orientation session. The orientation informs students of the definitions of sexual assault, date rape, sexual harassment, harassment, and domestic violence. In addition, students receive information on how to report an incident and of supportive campus and community resources. ACC students must complete an online bystander intervention training provided by [Get Inclusive](#). An email will be sent from Get Inclusive with instructions and links to the training. The training offers education on bystander intervention, sexual assault prevention, elimination, and other related topics. Additional programs and information as follows may be offered as well.

- One Love Escalation workshop is offered to students at various times during the year.
- Sexual assault awareness month is held each April.

- Step Up training (bystander intervention) is offered to students at various times during the year.
- [Title IX YouTube media clip](#)
- Numerous brochures are available at multiple locations on campus. Titles include:
  - *Sex Communication and Respect*
  - *Dating Violence*
  - *Sex and Alcohol and Your Right To Say No*
  - *You Would If You Loved Me*
  - *Clueless About Dating Violence?*
  - *Male Survivors of Sexual Assault*
  - *Confronting Sexual Assault*
  - *Sexual Harassment*

### Suicide Prevention

ACC offers various suicide prevention activities and information throughout the year. Brochures are also placed in multiple locations on campus as well as an extensive [Counseling and Wellness](#) page with resources and links. In an emergency, call 911.

### Testing Center (A144)

Although testing is not an admission requirement, it may be required for registration. 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 [approved exception](#). TSI test registration and payment is available by going to the [ACC Marketplace](#). Students who have a disability and need accommodations should contact ACC's Disability Services Office (A127) prior to testing. Email [ods@alvincollege.edu](mailto:ods@alvincollege.edu) or call 281-756-3533. More information about disability services can be found in the [Student Support Services](#) section.

The Testing Center also administers HESI exams, National League of Nursing (NLN) exams, (A&P and microbiology) for Allied Health programs, correspondence tests for other institutions, high school equivalency exams and CLEP exams. College Level Examination Program (CLEP) exams allow students to be given Prior Learning Assessment (PLA) credit for college level courses. Registration for CLEP exams is located at <https://clep.collegeboard.org/started>.

By instructor request and arrangement, the Testing Center provides out-of-class testing for ACC students enrolled in online courses as well as make-up exams. These exams are given at the instructor's discretion and information regarding this process should be available as part of the course syllabus. Advance scheduling is required for this service.

For more information, email [Testing@alvincollege.edu](mailto:Testing@alvincollege.edu) or call 281-756-3526. Proper photo identification is required for all students to test.

### Testing Center hours of operation are:

Monday - Thursday                      8:00 a.m. – 8:00 p.m.  
 Friday                                        8:00 a.m. – 5:00 p.m. (closed on Fridays during summer)

**Testing Schedule:** Available on the [ACC Marketplace](#). The Marketplace is ACC's online is available for "shopping" and paying for various services and workshops.

### PSYC 1300 – Learning Frameworks Requirement

Students enrolled in the Associate of Arts, Associate of Science, Associate of Arts in Teaching and undeclared majors who score at the developmental level on any one section of the placement exam, are required to enroll in PSYC 1300 during their first semester of attendance at Alvin Community College. Credit for this course will be issued upon successful completion of the course.

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.

### Course Load

([See policy ECC](#))

SEMESTER	CREDIT HOURS
Fall and Spring	15-16 semester credit hours
Summer 11 Week	12 semester credit hours
Summer 5 Week	6 semester credit hours combined
Summer 5 Week & 11 Week	12 semester credit hours

A student must have written permission from the vice president of instruction or designee to register for:

- more than 16 credits in any combination of terms within the fall or spring semesters;

- more than 12 credits in any combination of summer semesters.

Additionally, a student's cumulative grade point average must be a 3.0 or higher on a minimum of twelve completed hours at ACC and a justification for the increase documented to be considered for approval. Meet with an academic advisor for more information.

## Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on student residency status and the number of hours taken. Residency status for tuition purposes will be reclassified or corrected when a student files a Residency Reclassification Petition accompanied with supporting documentation in the Admissions Office. 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 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. Current fees are published each semester in the class schedule.

### 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 Advisor.

### Non Payment Reinstatement Fee (Reinstatement subsequent to the census date)

Students who are withdrawn for failure to pay by the established deadline may be assessed a \$50 non-payment fee.

### 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 [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 charged for each course, an additional fee equal to the current out-of-district fee.

### Tuition Adjustment for Ad Valorem Tax Payers

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

### Tuition Rebate for Baccalaureate Degree

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

### Tuition Payment 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. The dates of the installments are set by the college. A nonrefundable \$30 fee is assessed at the time the installment plan is executed.

The installment plan is a legally binding contract. Installment plans are available beginning with registration through late registration. Any student failing to make an installment payment will be placed on restriction hold, blocking registration and transcript services.

Students who have been on restriction hold four times for late or missed payments, including ACH returned payments, will no longer be eligible to enroll in the payment plan.

### Frequently Asked Questions

- 1. How do I access the payment plan?**  
Alvin Community College Student [Account Suite](#).
- 2. What is the fee for setting up the online payment plan?**  
\$30 - nonrefundable
- 3. Can I sign up for a payment plan if I owe a balance from a previous semester?**  
No. All previous charges and debts must be paid before a new plan can be initiated.
- 4. What forms of payment are accepted?**  
Visa, MasterCard, Discover, American Express, Debit Card with Visa or MasterCard logo or E-check
- 5. Can my parents or employer make payments for me?**  
You have the ability to assign limited access to authorized users. To set this up you click on the "Authorized Users" tab and choose the information you want them to be able to access. Once their information has been added, they will have a user ID and password. They will only have access to the information you grant them.
- 6. What are monthly automatic payments for?**  
When signing up for the payment plan, you agree to have the funds automatically debited from the accounts you choose on the assigned due dates. This is not an option.
- 7. What happens if my scheduled monthly payment doesn't go through/process?**  
Please be aware you will incur an insufficient fee charge along with the tuition that was due. For specific questions regarding this issue, please call the Business Office at 281-756-3515.
- 8. What if my student account is on hold?**  
If your student account is on hold, log in to WebACCess to identify the reason for the hold. After the hold is cleared, you should be able to make a payment.

### Tuition Refund Policy

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

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

See the current semester [class schedule](#) for refund dates.

### Refund Policy: Continuing Education Workforce Development

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

### Tuition Tax Credit

The Tax Relief Act of 1997 allows eligible students to receive a tax credit. Students must be enrolled in at least six credit hours in a degree or certificate program. See [1098 information](#) on the ACC website.



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

## **Financial Aid Center (Located in A155)**

Financial aid applications are accepted throughout the year; however, some funds are limited and awarded on a first-come, first-serve basis. Apply early for the best opportunities.

The student financial aid program at Alvin Community College provides financial assistance in the form of grants, scholarships, loans and work/study jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
- Complete requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- Choose a program of study (degree or certificate);
- Submit all requested documents to the Financial Aid Office located in the A building.

Students must apply for financial aid online and submit a new application for re-evaluation each year. An application should be submitted as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available on the ACC website: <http://www.alvincollege.edu/Financial-Aid/Forms>. All information remains confidential. Individual assistance is available to assist students with completing the financial aid application.

Tuition and fees must be paid in full, or a payment plan set up, before a student may attend classes. If a student's financial aid is not available when tuition payment is due, the student is responsible for tuition and fees. Students needing financial assistance should apply for financial aid well in advance prior to the semester start.

Applications are accepted throughout the year, however, some funds are limited and awarded on first come first serve basis. Apply Early!

## **Financial Aid Census Date**

The Financial Aid Census Date is the day that the ACC Financial Aid Office will look at a student's enrollment for the semester. The number of eligible registered hours will determine the Financial Aid Award for the semester. The Financial Aid Census Date will be posted under the Latest News Section, "Important Dates" on the Financial Aid homepage. For more information go to: <http://www.alvincollege.edu/Financial-Aid/General-Information>

## **Financial Aid Federal Assistance Programs**

### **Federal Pell Grant**

This grant makes funds available to eligible undergraduate students who are enrolled in classes leading toward an approved ACC degree or certificate program. Students who desire to participate in this program must submit a FAFSA.

Year Round Pell allows a student to receive a Federal Pell Grant (Pell Grant) fund for up to 150 percent of the student's Pell Grant Scheduled Award for an award year. The student must be otherwise eligible to receive a Pell Grant. Note that any Federal Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Use, (LEU).

Grants do not have to be repaid, except under certain circumstances. Federal Pell Grants are adjusted based on enrollment on the Financial Aid Census date for each semester. Also, students who totally withdraw from classes may be subject to repayment of Federal Pell Grant.

### **Federal Supplemental Educational Opportunity Grants**

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

### **Federal Work-Study Program**

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

### **Loans**

**Direct Lending Program (DL)** - funds come directly from the federal government. Eligibility rules and loan amounts are identical under both programs, including need requirements. Students must complete a FAFSA for the appropriate year to begin the process of applying for a loan. Federal loans may be deferred (no payments required) for students that are enrolled in at least six hours per semester.

### **Return of Federal Title IV Funds**

Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If a student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If a student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If a student does not officially withdraw classes and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.
4. If a student fails to earn a passing grade in all classes, the student is placed in financial aid warning and is at risk of not receiving financial aid in the future.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

### **Federal Satisfactory Academic Progress Requirements**

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

- Full-time: 12+ hours
- Three quarter time: 9-11 hours
- Half-time: 6-8 hours

A signed copy of the Satisfactory Academic Progress Requirements is required to complete all financial aid applications at ACC.

### **General Information**

This information is subject to change without notice.

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC, transfer hours, and other hours as listed below) and degree/certificate programs that have been attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Financial aid may fund only one repeat of a previously passed course.
- Students may only receive aid at one institution per semester.
- Financial aid may be used for mini semester courses if the student has funds remaining from the term in which the course is taken.
- Satisfactory Academic Progress cannot be determined for students that receive a grade of "I". A final grade must be posted before eligibility for aid can be determined.

### **Drops, Withdrawals, Repeats (R), and F's**

- Students are required to contact the ACC Financial Aid Office before dropping or withdrawing from classes.
- Students who drop, withdraw, repeat (R), or receive F's in courses, may have to repay financial aid.
- Dropping, withdrawing, repeating (R), and receiving F's has a negative effect on a student's completion rate, GPA, and may affect eligibility for aid.
- Students who earn a zero (0) GPA for a semester are required to pay for and successfully pass at least six (6) hours with their own funds. This is in addition to any funds that may be owed.
- Satisfactory Academic Progress may be re-evaluated after the student has successfully passed at least six (6) hours.
- Reevaluation may result in the student being placed on Financial Aid Warning or Probation based on the Satisfactory Academic Progress calculation.

### **Completion Rate**

- Students must maintain a 67% overall completion rate of all hours attempted. Example: 30 overall hours attempted x 67 (completion rate) = at least 21 hours completed.
- All attempted and completed hours from ACC and previous schools will be calculated in the completion rate. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam and prior learning credit (S), and in-progress classes (IP). Grades of F, W, I, R, and IP will have a negative effect on the completion rate calculation.

### **Minimum GPA**

Students must maintain a minimum 2.0 cumulative GPA while attending ACC.

Penalties for Failing to Meet the Minimum Completion Rate or GPA

### **Financial Aid Warning**

- Students will be placed on Financial Aid Warning status if they do not maintain an overall 67% completion rate and a 2.0 cumulative GPA, and the Satisfactory Academic Progress calculation indicates that the student may meet the requirements within one semester.
- Students will be notified via email of the Financial Aid Warning status.
- Students will be eligible to receive financial aid for one semester while on Financial Aid Warning status.
- If a 67% overall completion rate and 2.0 cumulative GPA are not met by the end of the semester that the student is placed on Financial Aid Warning, the student will be placed on Financial Aid Probation.

### **Financial Aid Probation**

- Students will be placed on Financial Aid Probation if the 67% overall completion rate and 2.0 cumulative GPA requirements are not met by the end of the semester that the student was placed on Financial Aid Warning status.
- Students will be notified via email of the Financial Aid Probation status.
- Students may submit a written appeal (form available on the ACC website) to request reinstatement of their financial aid eligibility. Only students with documentable and extenuating circumstances will be considered. (Example: death or illness of a loved one). Appeals submitted without documentation will not be considered.
- An appeal must include a thorough explanation of the circumstances with documentation, and an explanation of what circumstances have changed that allow the student to meet all requirements in the future.
- Grades of "I" cannot be appealed. A final grade must be posted before eligibility for aid can be determined. Students must meet with an Academic Advisor to establish an academic plan to determine recommended future enrollment in order to complete their degree/certificate while meeting all Satisfactory Academic Progress requirements. A copy of the academic plan must be submitted with an appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses students enroll in and require that they enroll in certain courses.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee. Students are notified via email of the appeal decision. The decision of the ACC Appeal Committee is final.

### **Reinstatement of Financial Aid Eligibility**

If an appeal is denied, students must pay out-of-pocket for school until they have met all of the Satisfactory Academic Progress Requirements.

### **Degree/Certificate Plan**

- Students must have a declared program on file (degree or certificate) in order to receive financial aid.
- Students are only allowed to have one active degree program at ACC. Students may declare associated certificates within the same degree program.
- Students can only enroll in classes that are required for their ACC degree/certificate plan.
- Financial aid may be reduced or cancelled if enrolled classes are not required for the ACC degree/certificate plan on file.
- Students may change their degree or certificate plan twice while attending ACC. All degree/certificate plan changes will be counted, regardless of whether or not aid was received.
- All attempted and completed hours from ACC and previous schools will be calculated in the attempted hours towards a degree/certificate plan. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).

### **Maximum Time to Complete Degree/Certificate**

- Students must complete their degree/certificate program by attempting no more than 150% of the hours required for the degree/certificate program. Example: A degree requires 60 hours to complete, so a student must finish the degree requirements with no more than 90 hours attempted ( $60 \times 1.5 = 90$  hours).
- All hours attempted at ACC and previous schools will be calculated in the attempted hours. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).
- Students are considered to have met the maximum time to complete their degree/certificate plan, and are no longer eligible for aid, when the number of hours required to graduate with the degree/certificate is greater than or equal to the number of hours remaining in the maximum time calculation for the degree/certificate plan.

- Students will be notified via email if they have exceeded the maximum time to complete their degree/certificate.
- Students who have exceeded the maximum time frame for completing the ACC degree/certificate on file, may submit a written appeal (available on the ACC website) to request an extension of financial aid eligibility.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee, and students are notified via email of the decision. The decision of the ACC Appeal Committee is final.

**Financial Aid State Assistance Programs**

**Texas Public Education Grants**

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

**Texas Education Opportunity Grant (TEOG)**

TEOG is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

**Texas Work-Study Program**

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

**Tuition Exemptions**

Tuition exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Detailed information regarding exemptions may be found at College for All Texans, <http://www.collegeforalltexas.com>.

**Financial Aid Scholarships and Other Programs**

**Departmental Academic Scholarships**

These competitive scholarships are provided to qualified students in:

- |   |                       |
|---|-----------------------|
| Art   | Law Enforcement       |
| Child Development/Education                 | Math                  |
| Communications                              | Management            |
| Computer Information Technology             | Music                 |
| Court Reporting                             | Nursing-ADN           |
| Criminal Justice                            | Office Administration |
| Diagnostic Cardiovascular Sonography        | Paralegal             |
| Neurodiagnostic Technology                  | Polysomnography       |
| Emergency Medical Technology                | Process Technology    |
| English                                     | Respiratory Care      |
| Foreign Languages                           | Social Science        |
| Human Services - Substance Abuse Counseling | Science               |
| Industrial Design Technology                | Vocational Nursing    |

Interested students should contact the chairperson of the appropriate department. For information about additional scholarships contact the Financial Aid Office or go to the college website [www.alvincollege.edu](http://www.alvincollege.edu).

**Workforce Investment Act of 1998**

The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office.

**Athletic Grants-in-Aid**

For information on athletic grants-in-aid, contact the ACC Athletic Director.

## Veterans Benefits/TA/GIBill® (Federal)

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 Veterans Advisor in the ACC Advising office for applications and additional information. Students are encouraged to apply for benefits online at [www.vets.gov/education](http://www.vets.gov/education). Eligibility to receive benefits is determined by the Veterans Administration. Certification of enrollment is not an automatic process; veterans must request certification each semester. All students receiving federal benefits must have an active degree plan on file. Only courses on the degree plan can be certified, and additional courses can be certified in the semester the student graduates. Courses are not eligible for certification if they have already been successfully completed.

Veterans may also be eligible to receive federal financial aid. Veterans will receive additional information regarding loans and federal aid via email. Students who plan to receive VA benefits must meet with a Financial Aid Advisor prior to receiving loans. Academic advising is mandatory for all veterans. Disability Services, Career Counseling and individual counseling are available to veterans upon request. Please contact the Veterans Certifying Official at [veterans@alvincollege.edu](mailto:veterans@alvincollege.edu) for more information. All recipients of benefits must comply with standards of academic progress as follows:

### **Standards of Academic Progress for VA Students**

#### **Satisfactory Progress**

VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.

#### **Probation**

Failure to maintain a 2.0 (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the CGPA rises above a 2.0.

#### **Unsatisfactory Progress**

Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA suspension. Any student making a 0.0 GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for benefits.

#### **Reinstatement of VA Education Benefits**

Students under VA suspension may choose to continue taking classes without being certified for VA benefits. If a student completes a semester and achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines. For additional information or questions, seek out the Veterans Advisor located in the Advising Office.

## Veterans Benefits/Hazlewood Act (State of Texas)

The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:

- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
- Receipt of an honorable or under honorable conditions discharge
- Served at least 180 days of active duty (excluding basic training time)
- Resident of Texas for a minimum of 12 months prior to college registration
- Not in default for any TX educational student loan
- Submit official transcripts from all TX regionally accredited colleges or universities.

The Hazlewood Legacy Act permits eligible veterans to assign their unused hours to their children.

All Hazlewood applicants and recipients must meet the institutions financial aid requirements for satisfactory academic progress.

### **Hazlewood Application Deadline**

#### **New applicants**

First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term.

## Previous Recipients

Students who have used their Hazlewood benefits previously at ACC may apply through late registration.

The Registrar's Office processes the application for benefits and notifies the student by email. For additional information, go to:

<http://www.tvc.texas.gov/Hazlewood-Act.aspx>.

# Course Withdrawal

## Developmental Course Withdrawal

**TSI Rules** – Students who are required to enroll in a developmental course are required to remain enrolled in the developmental course. Course withdrawal (unless totally withdrawing from the college) is not allowed.

## 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 academic and financial aid advisors. Students are not withdrawn for failure to attend, except in developmental courses.

When withdrawing include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

- Withdraw Online: <http://form.jotformpro.com/form/50835004997966>  
A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact [advising@alvincollege.edu](mailto:advising@alvincollege.edu) if an email receipt is not received.
- In Person: Admissions Office– A100

## Active Military Withdrawal

Those called into active duty may see the Vice President of 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.

## Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received at the Admissions Office or received via email 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.

## Six Drop Limit

First-year students enrolled in the fall of 2007 or after, for the first time at any Texas public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. *This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the three week mini terms.* Drops beyond the maximum of six may be allowed for students who can show good cause for dropping more; see the exception list below. Once the six course drop limit has been reached, students will not be allowed to drop. Drops included in the limit will be recorded on the student transcript. Students should discuss their options with a counselor, advisor, or instructor, as well as making use of campus resources before deciding to drop a course.

- Exceptions may be granted by the vice president of student services or designee, for the following extenuating circumstances.
- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
- The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.

- The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family and such active duty interferes with the student's ability to satisfactorily complete the course.
- The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
- Other good cause as determined by the institution of higher education.

## Alternate Methods of Instruction (Distance Education)

### Distance Education

Distance education is an option for students who work irregular hours or have other time commitments. ACC offers two ways to take a distance education class - Internet (IN) or Hybrid (HY).

### 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 Internet, as all classes are conducted through MyBlackboard.

### Hybrid (HY)

Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of face-to-face 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 MyBlackboard.

### Online Degrees

The Distance Education Department offers several degrees and certificates that can be earned completely online. These include:

- Associate of Arts (A.A.) in Sociology
- Associate of Arts (A.A.) in Psychology
- Associate of Arts - General Studies (A.G.S.)
- Management Degree (A.A.S.)
- Management Certificate

### ORNT 0100 Online Readiness Requirement

Students desiring to take an online course for the first time must register for the required ORNT 0100 before they can register for an online course.

The online readiness course ORNT 0100 is a required course offered at no charge to students who enroll in an online course for the first time at Alvin Community College. It provides important information about the unique requirements of the online course environment. The average completion time for this course is one hour.

### Registering for Distance Education

Register for courses through WebACCess or meet with an ACC Advisor for assistance with registering. Additional fees for Hybrid (HY) and Internet (IN) courses will be charged at the rate listed under tuition and fees of the current class schedule.

### MyBlackboard

Internet and Hybrid courses are conducted online using the MyBlackboard system. Log in to [MyBlackboard](#) - or use the MyBlackboard link located on the ACC homepage.

### What is Bb Student App?

Bb Student™ is an app that enables students and faculty to access and update much of the core content already available on Blackboard from their mobile devices.

### How to Begin an Online Class

1. **Check Computer:** Click on the "Browser Check Tool" link located on the login screen before logging in for the first time. This will ensure that the home computer is configured to work with MyBlackboard.

- 2. Log in Information:** Username: The letter "a" followed by your student ID  
Password: Use the same password as your WebACCess account password.
- 3. Check Email:** Check email regularly for important updates or reminders from the Distance Education Department.
- 4. Log into MyBlackboard on the First Day of Class:** Online classes can be accessed through [MyBlackboard](#).
- 5. Support for Distance Education Students:** Use the [Blackboard Support Ticket](#) link.

## 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. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Director of Retention, along with appropriate recommendations. Departments and faculty may have other attendance policies for their courses.

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

### Religious Holy Days

[\(See policy FC\)](#)

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 disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the vice president of instruction. The student and instructor shall abide by the decision of the vice president of 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 the learning lab. 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 campus 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 and laboratories. Employees are encouraged to report incidents of unattended children to their immediate supervisor or campus police.

Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus.

### 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

Grades and Grade Point Average (GPA)	
Grade	Point Value
A (Excellent)	4.00 per semester hour
B (Good)	3.00 per semester hour
C (Average)	2.00 per semester hour
D (Poor)	1.00 per semester hour
F (Failure)	0.00 per semester hour

### Calculation of Grade Points

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

Example:

A three (3) semester hour course with the grade of an A equals 12 grade points. [Click here for a GPA calculator.](#)

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

**Semester Grade Point Averages** are computed by dividing the total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester, including developmental courses. Semester GPAs are not rounded up.

### Incomplete Grade

The "I" grade is reserved for students whose course work was incomplete due to a justifiable emergency or serious illness and that minimal work will complete course requirements. All course work must be completed by the end of the following semester. Outstanding "I" grades will automatically convert to F at the end of the extended term.

Students should not re-enroll for a course in which a grade of "I" remains. It is the responsibility of the student to contact the course instructor to obtain permission for an incomplete and to determine the remaining requirements. The instructor and student will complete a "Course Completion Contract" made available by the instructor. The Registrar's Office will send a copy of the converted grade to the student's email address upon completion of the course requirements.

### Academic Probation

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of six (6) semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. The maximum course load for students on academic probation is 13 credit hours. Students who do not make satisfactory progress in the following programs will be subject to removal from the program:

- Court Reporting
- Diagnostic Cardiovascular Sonography-Adult Echocardiology

- Diagnostic Cardiovascular Sonography-Pediatric Echocardiology
- Diagnostic Cardiovascular Sonography-Vascular Sonography
- Intraoperative Neurophysiologic Monitoring
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Neurodiagnostics
- Nursing
- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

### **Grade Reporting**

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance.

### **Grades and Transcript Requests**

Students can obtain their semester grades and print unofficial grade transcripts at no charge through [WebACCess](#) online services. There are two methods by which students may request official transcript (\$7.50 per request).

- WebACCess – Payment is accepted by credit/debit card. The options for an official transcript delivery is through SPEEDE (with approved trading partners) or through Parchment (secure PDF or paper). Follow the instructions located under each option in WebACCess.
- In person at the ACC Admissions Office – A100. Transcripts provided directly to the student will be marked "Issued to Student," and may not be accepted as official by other institutions.

Transcript requests will be serviced as long as all incoming transcripts have been received at ACC and financial obligations to the College have been met.

## Student Records

(See [policy FJ](#))

### **Custodians of Records**

The vice president of student services is custodian of all records for currently enrolled students and for all official academic records. The vice president of student services is custodian of academic status records. The vice president of student services is 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.

#### **Release of Directory Information**

The following items of directory information may be released without the written consent of the student: name, address, telephone numbers, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, most recent educational institution attended and enrollment status. The student is responsible for notifying the Admissions Office by the census day of every fall/spring/summer semester if any of the information listed above is not to be released. The official census date is published in the academic calendar found on the [ACC website](#) and/or in the catalog.

A student must complete the FERPA Non-release Form in person and provide picture identification to the Admissions Office staff. A student also has the right to allow designated individuals to view their non-directory information. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification to the Admissions Office staff. No information will be given by phone.

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

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment. Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

### Student Demographic Information Changes

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the admissions application as disclosed by the student. This information will remain until a Student Data Change Request Form is submitted by the student to the Admissions Office or the student submits an online form through WebACCess. The following changes, however, require verification and documentation must be submitted by the student to the Admissions Office:

1. A **name change** requires verification of the former and new name in the form of one of the following:
  - Marriage Certificate
  - Divorce Decree
  - Legal Court Document
  - Birth CertificateCurrent ID is needed for identification and for change to ACC record.
2. **Social Security** number change/correction requires verification in the form of a social security card.
3. An **address change** affecting district residency requires verification in the form of one of the following:
  - Driver's License
  - Lease Agreement
  - Other approved documentation

An address change effecting state residency requires verification as determined by state legislation. Contact the Admissions Office at 281-756-3531 for more information.

4. A **date of birth change** requires verification in the form of a birth certificate or a valid state driver's license.

## Graduation, Degree Completion and Commencement

Students must submit a graduation application by the published deadline in the semester's schedule.

1. All program course requirements have been completed by enrollment or approved course substitution.
2. A minimum of 15 college-level semester hours were earned in residence for an associate degree; 11 college-level semester hours were earned in residence for a certificate. Semester hours granted for Prior Learning Assessment (PLA) education do not apply toward residence hours.
3. A minimum 2.0 grade point average was earned in courses which apply to the degree or certificate.
4. TSI requirements were met, if pursuing an obligated degree/ certificate.

### Earning Additional Associate Degrees

A student who has received an associate degree from ACC or any other regionally-accredited institution of higher education may obtain an additional associate degree in another area. However, students should meet with an academic advisor before initiating the pursuit of another associate degree.

This provision is subject to the following stipulations:

1. For each additional associate degree, a minimum of 15 semester credit hours unique to that degree must be completed at ACC. These credit hours may not repeat credit applied to a previous degree and must apply to the additional degree.
2. All courses required by any specific program must be completed.

### Commencement Ceremony

Graduates are encouraged to participate in commencement ceremonies. ACC conducts a commencement ceremony in December for fall graduates and in May for spring and summer graduates. In order for a student to qualify to participate in the May ceremony, they must have completed their courses and met their degree or certificate requirements during the spring semester OR they must be currently registered (and paid in full) in their last courses (12 hours maximum during summer) with anticipated completion by the end of the summer semester.

More information about the ceremonies will be emailed to students several weeks before the scheduled date and will be available on the college website as well. Students participating in the ceremony may purchase a cap and gown and other graduation items from the [College Store](#).

### Graduation with Honors

Associate degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition on their transcript and diploma. The grade point average includes all credit hours completed in residence at ACC, excluding developmental courses, court reporting grades of R and all grades for repeated courses. Honors GPAs are not rounded up.

Appropriate scholastic honors are recorded on the student's transcript and diploma as follows:

- **grade point average** - Cum Laude - with honors
- **grade point average** - Magna Cum Laude - high honors
- **3.9 grade point average** - Summa Cum Laude - highest honors

### **Reverse Transfer**

Alvin Community College has entered into agreements with many Texas universities which allows the automatic evaluation of credits earned after the student transfers. Students who sign agreements at their university will have their university credits reverse transferred to ACC for the possible award of an Associate Degree. ACC will use the catalog year of the student's degree plan on file at the time of transfer providing the request does not exceed three years.

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

- The remaining credits were completed at an accredited college or university.
- The credit was completed within three years from the date of last attendance at ACC.
- The student has met all remaining conditions for graduation as published in the institutional catalog.
- A diploma is requested, the application and fee have been received.

Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for either degree it will be posted to the ACC transcript.

## Honors and Awards

### **Awards Day**

Awards Day is held at the conclusion of each spring semester. Scholarships and academic honors are awarded and campus leaders are recognized.

### **Dean's List**

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

### **Merit List**

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

### **Phi Theta Kappa - Honor Society**

Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. A letter or email of invitation is provided to eligible students and membership is limited to students who meet the following requirements.

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

### **Presidential Scholar**

Presidential scholars are selected during the spring term. A student may receive the award one time. To be designated a Presidential Scholar, a student must have:

1. Completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
2. Completed 18 of the 45 semester hours in university-transfer courses, excluding sports and human performance activity credits,

3. Earned a minimum 3.90 grade point average on all college level courses taken at ACC,
4. Have no grade below a B on any course taken at ACC,
5. Completed at least 12 college-level semester hours taken at ACC during the previous calendar year, and
6. Have no record or pending charges of disciplinary action or academic dishonesty.

### Honors Program

The Alvin Community College Honors Program provides students unique academic opportunities. Students are encouraged to develop projects to challenge themselves and enhance their ability to succeed at higher levels academically.

The Honors Program allows students a flexible, collaborative setting in which these students will enjoy a vibrant and stimulating classroom experience. Honors designation on a student's transcript demonstrates to universities that a student is academically serious and deserves due consideration for admission. Students who successfully finish 12 hours of credit will receive special recognition at graduation.

It can also enhance a student's ability to earn scholarships from \$250 to \$700 that will help defray the increasing costs of higher education. Additionally, a student may be selected to attend local, regional or national conferences.

Honors classes, as well as eligibility to develop an honors project in a regular class, are reserved for students who have demonstrated a high level of achievement at ACC or in high school.

#### Students must meet at least one of the following criteria:

- A GPA of at least 3.25 with at least 12 hours
- An ACT score of at least 26
- An SAT score of at least 1100
- Graduation in the top 20% of your high school class
- Approval by the class instructor

Students desiring to develop an honors project in a non-honors class should approach his/her instructor within the first week of class. Together, the student and the instructor will choose the appropriate project and enter into a contract stipulating what is expected.

For more information contact:

Professor Elizabeth McLane, M.A., M.S. Phone: 281-756-3742 Email: emclane@alvincollege.edu Building G, Room 152	Professor Tonya Reid Creel, M.A. Phone: 281.756.3974 Email: tcreel@alvincollege.edu Building D, Room 238
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## Instructional Resources for Students

### Cloud Services

#### ACCess ID

ACC students have one user ID and password to use with WebACCess, Blackboard and Office 365.

#### WebACCess

- Search and register for classes
- Find grades
- Request transcripts
- Update contact information
- Use program evaluation to determine what classes are needed
- Check financial aid status

### Microsoft Office 365

ACC offers MS Office 365 applications and a student email address to all current students and NO cost. Office 365 is accessible through WebACCess. Your account is: "AccessID"@student.alvincollege.edu. The benefits include:

- 50GB Outlook email account, calendar and contacts
- Online access to email and Office 365 applications
- 5 FREE copies of MS Office to download and install on any of your devices

### One Drive

Benefits include:

- 1TB of online storage
- No need for a USB
- Access your files from school labs, work or at home

### OneNote

Benefits include:

- Take notes wherever you go
- Access from any device and from anywhere
- Create multiple notebooks with multiple pages and sections to store all notes from class

### Student Email

Important Note: Emails to your "@student.alvincollege.edu" address is the official means of communication at ACC.

- Mobile friendly and easy to set up on your Android or Apple device.
- Provided at NO cost to students.
- Receive student discounts from many online vendors using your student email address.
- Easy setup on your phone.
  - Visit the Campus Technology section of the ACC website for more information.

### Computer Labs

Campus computer labs are available for use by ACC students. Labs are available on a first-come, first-serve basis and are open for use to anyone with a valid ACC student ID. Wireless Internet access is available throughout most areas of the campus. Use password ACCWIFI to connect.

For more information, locations and hours:

- [Computer Labs and Resources Webpage](#)
- Email: [ITServices@alvincollege.edu](mailto:ITServices@alvincollege.edu)
- Call: 281-756-3544

### Computer Lab Use Policies

- Unauthorized access or use of college computers is prohibited. A student is in violation of this policy if:
- The student attempts to gain unauthorized access onto any college computer by direct or telecommunication connection;
- The student gains access to data stored on or maintained in the college's computers;
- The student intentionally gives a password, user id, or other confidential information about any college computer system to another person without the consent of an instructor or college official;
- The student intentionally or knowingly violates local regulations posted or established for computer use;
- The student modifies computer hardware and/or computer software on any college computer system without authorization from an instructor or appropriate college official;
- The student physically abuses any college computer peripheral device;
- The student uses computing facilities for any project that promotes or involves prejudice based on race, creed, color, age, national origin, sexual orientation, gender or physical or mental disability;
- The student utilizes the Internet and/or college equipment for unauthorized commercial gain or profit;
- The student utilizes or views websites containing violent, hateful and sexually explicit material that are deemed offensive.
- Misuse or unauthorized use of college computers can result in:
- Disciplinary action by the college (see [Discipline](#));
- Criminal charges of a Class A or B misdemeanor under Chapter 33, Section I of the Texas Penal Code of the State of Texas.
- Individuals who are not students of ACC and who violate these regulations are subject to criminal charges.



### **Learning Lab/Tutoring Center**

The Learning Lab/Tutoring Center is located on the second floor of Building A across from the Library. The Learning Lab is an open concept learning center that serves ACC students. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for all levels of classes. Tutoring for writing assignments is offered and additional tutoring is offered in areas such as English, reading, history, geography, government, economics, physics, chemistry and biology (anatomy & physiology). Lab services include individual tutoring, computer usage, printing, and developmental classes. The Learning Lab also provides assistance with study skills. **Currently enrolled ACC students may also access free [online tutoring](#).**

### **Library**

The library is located on the second floor of Building A. The automated catalog, and subscription databases are accessible from anywhere the Internet is available. Librarians can give students off-campus access to the databases which requires a login password. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has periodical subscriptions, printer, scanner, and photocopier. Printing and copying are ten cents per page. Study rooms are available for individual and group study. Materials not housed in the library are available through Inter-library Loan. Students must show a valid student ID card to borrow materials.

TexShare, a statewide system allows reciprocal borrowing privileges at participating college and university libraries in Texas. Through TexShare the college has access to over 80 content and periodical databases enabling patrons to access the full contents of millions of magazine articles. The college also provides access to Credo Reference Collection database. Bibliographic instruction is provided to patrons in the library and classrooms. Presentation instruction and assistance is provided to interested groups as a way to aid in class presentations. Students may also receive assistance with their technical and computer questions.

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

## Student Welfare (Wellness and Health Information)

### **Counseling and Wellness**

ACC's [Counseling and Wellness](#) page has a variety of support information. **In an emergency, call 911.** To speak with a licensed counselor, call 281-756-3531.

### **First Aid**

In the event of an urgent medical emergency, **contact 911**, Campus Police at 281-756-3700 and personal physician.

**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 Admissions Office. More comprehensive information can be found at [AIDS.gov](#). Fliers regarding HIV testing are placed on bulletin boards on campus at various times of the year.

### **Health Insurance**

Alvin Community College does not participate in a group student insurance plan. However, student health insurance is available for purchase through private outside companies. Brochures are available in the Admissions and Advising areas or by emailing [vpofstudentservices@alvincollege.edu](mailto:vpofstudentservices@alvincollege.edu).

### **Physical Health**

ACC's [Current Students](#) page offers links to various Centers for Disease Control and Prevention (CDC) webpages.

### **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](#).

## 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 community, resources and procedures are available to prevent, deter, and respond to concerns. The ACT offers assistance to departments and individuals in determining indicators that may be of concern along with resources to support the learning environment.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the [Assessment and Care Team](#) webpage, direct email to: [ACareTeam@alvincollege.edu](mailto:ACareTeam@alvincollege.edu), or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

### 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. All investigations that involve students or employees are reported to the appropriate offices for disciplinary action. 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. 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)

### Services Provided by the Campus Police Department

#### Campus Escort

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

### Emergency Messages

If you need to be contacted regarding someone else's injury, serious illness, or death, the police will make every attempt to locate and advise you if the call is deemed an emergency.

### Emergency Notification System

Rave is the Alvin Community College emergency notification system. It is designed to quickly warn students of possible threats, severe weather and college closings. Students are automatically enrolled each semester of attendance. Students must provide emergency contact information and should update this information online using WebACCESS or at the Admissions Office.

An official closing of the college delays all work until the next class meeting or until a date is determined by the instructor. Make-up days for official college closing will be scheduled as needed. If a student is in an area that is experiencing severe weather and the college has not officially closed, it is the student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor regarding make-up work.

### **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 come by H132.

### **Parking Permits**

Automobiles and motorcycles must be registered and permits must be displayed when parking on campus. Permits are issued in Building H132 (Campus Police) upon presentation of a valid student identification card, driver's license and license plate numbers. Renewal is required each semester. Student parking spaces are marked with yellow stripes; faculty and staff spaces are designated by white stripes. Parking lots are monitored regularly by Campus Police.

### **Vehicle Assists**

Officers are available to assist with difficulties starting a vehicle, changing a flat tire, or with locked keys in a vehicle.

### **Student Travel Policy**

Contact the student activities director at 281-756-3686 for more detailed information.

### **Career Services**

The Career Services staff is 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. The staff connects students with our powerful network of employers and community partners. Career Services provides a large suite of online tools and resources, as well as personalized assistance with resume writing and interviewing technique.

Specific services include:

- JobLink – Application System
- Resume and Cover Letter Writing Assistance
- Mock Interviews
- Career/Employer Information Resources and Computer Lab
- Career-Related Workshops and Programs
- Campus Interviews with Company Recruiters
- Job Fairs

Career Services is located in Building D, room C132 and is open Monday – Thursday 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 12:00 p.m. Please call 281-756-3560 to schedule an appointment.

### **Employment Services**

JobLink is the free applicant database used to advertise on-campus and off-campus employment opportunities. All Alvin Community College students and graduates may register and use JobLink 24 hours a day, 7 days a week. Once registered, students may upload resumes and cover letters for employers to review, search for jobs, locate job fair information and receive employment bulletins. Local and national employers post opportunities seeking to fill internships, as well as part-time and full-time positions. 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.

All job postings may be found at [www.alvincollege.edu/CareerServices](http://www.alvincollege.edu/CareerServices). Click on the JobLink logo, create an account, and search "Active" jobs. JobLink may also be accessed by clicking the JOBS@ACC header on the College's website: [www.alvincollege.edu](http://www.alvincollege.edu).

### **Career Planning and Assessment**

The Career Planning and Assessment Program helps students define and explore career options which are compatible with the student's personal goals, abilities, and interests. The program includes two online assessments, the Myers-Briggs Type Indicator and the Strong Interest Inventory. There is a fee for testing and can be submitted through the [ACC Marketplace](#) (Career Testing). Once the assessment is completed, a career counseling session is provided to interpret and discuss the outcomes. To complete a career assessment test, please contact the Testing Center 281-756-3526. The Testing Center is located in A144.

### **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 5 years. For more information or to receive a fee schedule, contact the ACC Child Development Laboratory School at 281-756-3643.

### **College Store**

Textbooks and supplies required and/or recommended for classes are available at the [College Store](#). The store also carries greeting cards, gift items, ACC merchandise, T-shirts, apparel and office supplies. Online orders are also accepted at the College Store.

- **Credit Cards:** A student ID or/a driver's license is required. Visa, MasterCard, Discover and American Express credit cards are accepted for purchase.
- **Textbook Rentals:** A student ID and a credit card that has an expiration date past the rental due date are required.
- **Textbook [Price Comparison](#):** To review and compare textbook prices.
- **Book Buy-Back:** Book buy-back is conducted on a daily basis during regular college store hours.
- **Return Policy:** An ACC store sales receipt is required for a full refund and a refund may be given up until the census date for each full semester. Full refunds for mini semester and Continuing Education classes may be given with receipt within one business day. All sales are final on sales items. No refund on rental transactions. **NOTE:** Packaged textbooks are not returnable if the seal is broken.
- **Study Grounds Coffee Bar:** Study Grounds serves a variety of coffees, tea, specialty drinks, milkshakes, smoothies and gourmet desserts. Study Grounds is a great place to meet with other students to relax, study or just hang out while having a favorite drink made by one of the friendly baristas.
- **College Store hours:** Monday – Thursday - 7:30 a.m. – 6:30 p.m.  
Friday - 7:30 a.m. – 2:00 p.m. (closed Fridays during summer)

### **Continuing Education**

The Department of Continuing Education Workforce Development provides lifelong educational opportunities through non-credit offerings. 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 in Building H, Room103.

### **Counseling (Personal/Emotional/Crisis)**

The office of Advising Services has counselors available who can assist students with short-term personal issues that may impact academic success. ACC does not provide long-term counseling beyond crisis intervention. However, counselors will assist students with finding an appropriate referral source. Visit ACC's [Counseling and Wellness](#) page for additional information. For non-life threatening crisis assistance at ACC during business hours, go to the Admissions Office, A100 and ask for an Advisor or Counselor or call 281-756-3531. **Call 911 for any medical or mental health emergency.**

### **Disability Services**

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities. Disability Services focuses on assisting students with disabilities make a successful transition to college by providing accommodations. All students with disabilities are encouraged to register with Disability Services and provide documentation in order to determine appropriate accommodations. Appointments with the Disability Services coordinator should be made at least 60 days 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 and assistance is available by meeting with an advisor in admissions. Call 281-756-3533, come to A127 or email [ods@alvincollege.edu](mailto:ods@alvincollege.edu) to make an appointment.

## **Service Animals**

(See [policy](#) FAA)

Under the Americans with Disabilities Act (ADA), "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including 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 nonviolent 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 and/or the approval of a service animal at ACC, contact the Office of Disability Services at [ods@alvincollege.edu](mailto:ods@alvincollege.edu) or 281-756-3533.

## **Non-Service Animals/Comfort Pets**

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

## **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 high school counselor or an ACC Advisor for more information. Students can also email the department at [DualCredit@alvincollege.edu](mailto:DualCredit@alvincollege.edu), visit the [ACC Dual Credit](#) webpage or come to the Admissions Office at ACC for information.

## **Financial Literacy**

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 Services**

A full service cafeteria is located in the student center and offers an array of tasty and healthful food items.

## **Food Pantry**

ACC has a food pantry on campus and has various canned goods available to students. Should you need assistance, please email [food@alvincollege.edu](mailto:food@alvincollege.edu).

## **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 to assist in coordinating educational support services and other relevant information directly to individuals who are currently or were previously placed in foster care. For more information about this service at ACC call 281-756-3534 or visit ACC's [Foster Care/Homeless support](#) webpage.

## **Lactation Room for Nursing Moms**

- The lactation room is located in H building in Room 130 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, employees and visitors 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.
- 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.
- In case of emergency, call 911 or ACC Police at 281-756-3700.

### **Student Center (E Bldg.)**

The Student Center consists of the Game Room, Student Activities offices, Campus Café, College Store, and Study Grounds Coffee Bar.

### **Student Identification Card**

Available in the Student Activity Center (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. A state issued ID may be obtained at the local driver's license office. Students must renew their ID's each semester of attendance.

### **Toiletry Assistance**

ACC has various personal grooming/toiletry items available to students. Please email [toiletries@alvincollege.edu](mailto:toiletries@alvincollege.edu) for assistance.

### **Veterans 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 will provide 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 in the "Financing Education" section of the handbook.

### **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 and wellness to cultural awareness; entertainment, as well as intramural sports. Special events include: the Fall Festival, Student Leadership Conference and much more. Come by the Student Activities Office (E124) or call 281-756-3689 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 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. Students have the opportunity to participate in intramural sports, as well as an extensive sports and human performance program.

Students that are interested in learning more about ACC's intercollegiate sports programs or would like to try out for a team are encouraged to contact the head coaches for each sport or the Athletic Director. 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 student club or organization](#), 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:**

### Coordinator of Student Activities

Building E, Room 126

Phone: 281.756.3688

Email: [StudentActivities@alvincollege.edu](mailto:StudentActivities@alvincollege.edu)

## Drama

The [Drama Department](#) presents numerous productions throughout the year. The Summer Children's Theatre Festival produces two 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.

## Fitness Center

The [ACC Fitness Center](#), located in F building, includes the gym, racquetball courts, tennis courts, weight training/cardio room, locker rooms, and saunas. The fitness center is free for students, faculty, and staff with a current Alvin Community College ID. Individuals and families who wish to use the fitness center may purchase a membership for a fee. Guests may utilize the fitness center for a \$5.00 per day fee. The fitness center operates seven days a week and remains open during holidays and school breaks. In the event of a closing, the fitness center will post any closed days prior to each event. For additional membership information or questions, call 281-756-3691.

## 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

89.7 [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. 89.7 KACC operates as the radio laboratory for the Communication Department, and is regularly involved with events all over campus. Appropriately known as *The Gulf Coast Rocker*, KACC is widely recognized for having the best rock and roll playlist available on radio.

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.

89.7 KACC is on the FM dial at 89.7FM and also online at [www.kaccradio.com](http://www.kaccradio.com). There is also a KACC app available for iPhone and Android.

Students who might be interested in being on the air, or would like to find out more about 89.7 KACC should contact the station manager. The direct line is 281-756-3766, and the KACC request line is 281-756-3897.

# 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.

## 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 FLAA](#)). 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:**

#### **Coordinator of Student Activities**

Building E, Room 126

Phone: 281.756.3688

Email: [StudentActivities@alvincollege.edu](mailto: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.
- Think before you post. Sites are often searched by employers 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. Make sure you have all the facts before posting.

## **Guidelines for Posting When Representing ACC**

Clubs and organization may develop websites to promote activities and events and facilitate open communication among membership. Contact the ACC Marketing Department at 281-756-3567 **before a page is created**.

- Let the staff in the ACC Marketing Department know about your site so that you can be linked to the official ACC social networking sites.
- Identify yourself and your role at the college. 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.

## **Social Networking and Apps**

### **ACC App**

The College provides a free student app for Apple and Android devices. This app features upcoming events, club information and opportunities to connect. To find the app, search Alvin Community College in your app store.

### **ACC Blog**

Stay current with the [latest news and happenings](#) around the ACC campus

### **ACC Website**

The [ACC website](#) is your online resource for information available at your fingertips. Constantly maintained and updated, the website provides students with information and services including class schedules, advising information, online registration, and much more. The ACC website offers faculty and staff professional development resources, college operations and personnel information while also serving the community with information regarding campus events, degree and certificates, college financials, strategic planning details and more.

### **BlueTube**

BlueTube is a campus electronic communication system that informs students of activities, new classes and campus emergencies.

### **Email**

Email is the official means of communication at ACC. An Office 365 account and email address have been created for each student, and is available as long as the student is currently enrolled at ACC. Visit [www.alvincollege.edu/student-ACCess](http://www.alvincollege.edu/student-ACCess) to learn how to obtain "@student.alvincollege.edu" email address, ACCess ID, and information regarding Office 365. For assistance, contact the IT Service Desk at 281-756-3544, [itservices@alvincollege.edu](mailto:itservices@alvincollege.edu), or visit the Cyber Lab in A-173.

### **Facebook**

"Like" ACC on Facebook and stay in the know in real time. ACC's Facebook page provides many benefits such as instant information, fun contests, and more. (@alvincommunitycollege)

### **Instagram**

Instagram is ACC's online photo-sharing social networking service. Feel free to tag #finsup with your campus photos. (@alvincollege)

### **KACC**

The KACC 89.7 FM app is available for Apple iOS and Android phones and will stream live broadcast of the station including classic rock music, live events and local sports. (89.7 KACC Gulf Coast Rocker)

### **LinkedIn**

Strengthen and extend your existing network of trusted contacts with ACC through LinkedIn. Get the latest news, inspiration, and insights you need to be great at what you do.

**Snapchat**

Catch a glimpse of life on the ACC campus by checking out the ACC Snapchat. (@alvincollege)

**Twitter**

ACC's Twitter is a different way to connect with others and network by keeping students informed. (@accnews)

**Wireless Access**

Wireless Internet access is available throughout most areas of the campus. Use password ACCWIFI to connect.

## 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)

([See policy FLA](#))

**Campus Publication Policy**

The College fully endorses the concepts of freedom of press and freedom of speech as established by the Constitution of the United States, as well as federal and state laws. Within these boundaries the college is committed to the support of publications that serve the various needs of the academic community at large and secondarily, the needs of the surrounding community.

**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 [policy 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 non-school literature distributed by students or registered student organizations.

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

For distribution of non-school literature by nonstudents and organizations that are not registered student organizations, see [policy](#), "GF".

#### **Limitation on Content**

Non-school literature 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**

The vice president, administrative services shall designate times, locations, and means by which non-school literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

Distribution of the non-school literature shall be conducted in a manner that:

1. Is not disruptive; (See Student Rights and Responsibilities/Student Conduct).
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 literature that was discarded or leftover.

#### **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 limitations on content, as described above, a student or registered student organization may publicly post a sign on College District property in areas or locations designated by the student activities coordinator. No object other than a sign may be posted on College District property.

Before publicly posting a sign, a student or registered student organization shall:

1. Deliver to the student activities office a copy, photograph, or description of the sign to be posted.
2. Give notice of the following information:
  - a. The name of the student or registered student organization and, if an organization, the name of its adviser;
  - b. The proposed general location for posting the sign;
  - c. The length of time the sign will be posted; and
  - d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its adviser.
4. Place the date of posting on each sign posted.

**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. On or between a curb and sidewalk; or
9. 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**

Literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

**Identification**

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

**Violations of Policy**

Failure to comply with the policy and procedures regarding distribution of non-school literature 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.

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with ACC Policy, Student Rights and Responsibilities/Student Complaints.

**Student Use of College Facilities**

([See policy FLAA](#))

The grounds and facilities of the College District shall be made available to students or registered student organizations (see [policy 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 the facilities in accordance with a fee schedule developed by the vice president, student services.

**Requests**

To request permission to meet on College District premises, 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 re-request shall indicate that they have read and understand the policies and rules governing the 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 of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, 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;
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.

### **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 using College District facilities shall provide identification when requested to do so by a College District representative.

### **Violations**

Failure to comply with the policy and procedures regarding student use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of a student's or a 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.

### **Appeals**

Decisions made by the administration under this policy may be appealed in accordance with ACC Policy, Student Rights and Responsibilities/Student Complaints.

## **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 of 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. College instructors may restrict or prohibit the use of personal electronic devices in their classroom, lab, or any other instructional setting. An instructor 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 instructor.
4. Students who fail to comply with an instructor's restrictions 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, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.

**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 shall 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.

**“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**

The following behavior shall be prohibited:

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.
2. Possession, distribution, sale, or use of firearms, illegal knives, clubs, or other prohibited weapons, as described in CHF, with-out prior approval.
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
5. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.
6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District.
7. "Disorderly conduct," as defined above, or disruptive behavior.
8. Threatening another person, including a student or employee.
9. Intentionally, knowingly, or negligently causing physical harm to any person.
10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DIA series, FFD series, and FFE as appropriate]
11. Hazing with or without the consent of a student. [See FLBC]
12. 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.
13. Endangering the health or safety of members of the College District community or visitors to the premises.
14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
15. Stealing from the College District or others.
16. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties with-out permission.
17. Failure to comply with directives given by College District personnel.
18. Failure to provide identification when requested to do so by College District personnel.
19. Possession or use of tobacco products or e-cigarettes on College District property without authorization. "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:
  - a. 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
  - b. A component, part, or accessory for the device, regard-less of whether the component, part, or accessory is sold separately from the device.



20. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
21. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
22. Attempting to alter, destroy, or disable 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.
23. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
24. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
25. Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
26. 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.
27. Scholastic dishonesty, as defined above.
28. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
29. Intentionally or knowingly providing false information to the College District.
30. Intentionally or knowingly falsifying records, passes, or other College District-related documents.
31. Gambling
32. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.

### **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.

## 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)*

Further definitions and details are available in [policy FLBC](#).

### **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 (Alcohol and Drug Use)

[\(See policy FLBE\)](#)

### Alcohol

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any 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, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

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.

### Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

### Violation

Students who violate this policy shall be subject to appropriate disciplinary action. See [Discipline and Penalties and Discipline Procedures](#). 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 except for continuing education units 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 ACC's [Drug & Alcohol Prevention Program \(Drug-Free Schools & Communities Act\)](#).

### 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 Conduct (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)*
- d. A firearm silencer (any device designed, made, or adapted to muffle the report of a firearm). *Penal Code 46.01(4)*
2. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). *Penal Code 46.01(8)*
3. 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)*
4. 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)*
5. 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)*
6. 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)* Penal Code 46.05(a)

In addition, students shall not bring on College District property or to any College District-sponsored or related activity:

- Fireworks of any kind;
- Incendiary devices;
- Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
- Razors;
- Chains;
- Martial arts throwing stars; or
- Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

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.

Lockers and cars parked on College District premises may be inspected by College District personnel if there is reasonable cause to believe they contain weapons.

Students found to be in violation of this policy shall be subject to disciplinary action. See [Discipline and Penalties and Discipline Procedures](#).

### **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. Senate Bill 11 went into effect August 1, 2017. 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 go to the [Campus Carry](#) webpage. If you see an individual openly carrying any firearm on campus:

- Call the ACC Police Department at 281-756-3700 immediately.
- Remain calm.
- Notify an ACC employee immediately.
- Do not personally approach or question the individual with the gun.

## Student Rights and Responsibilities (Interrogations and Searches)

(See [policy FLC](#))

Searches of students and their property shall be conducted in accordance with administrative procedures established by the College President or designee.

## Student Rights and Responsibilities (Student Complaints)

(See [policy FLD](#))

### Guiding Principles (Informal Process)

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](#).

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. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. See [policy FFDA](#) and [FFDB](#).
2. Complaints concerning retaliation relating to discrimination and harassment. See [policy FFDA](#) and [FFDB](#).
3. Complaints concerning disciplinary decisions. See [Discipline and Penalties and Discipline Procedures](#).
4. Complaints concerning a commissioned peace officer who is an employee of the College District. See [policy CHA](#).
5. Complaints concerning grades. See policy [Student Complaints/Course Grade Complaints](#).

### 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 time lines 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 re-filing 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 of instruction or vice president of 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@theccb.state.tx.us](mailto:StudentComplaints@theccb.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

## 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. 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 process to request a grade change by submitting a [written grade appeal](#) to the appropriate dean that contains the basis for the request. A copy of the student's grade appeal shall be forwarded to the faculty member and he or she 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.

The student shall be permitted to appeal the dean's decision by submitting a written grade appeal to the vice president of instruction. Upon receipt of an appeal, the vice president of instruction shall schedule a conference with the student or refer the appeal to the Academic Appeals Committee within five College District business days.

If an appeal is referred to the Academic Appeals Committee, the vice president of 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 Academic Appeals Committee shall then consider the grade appeal, make its decision, and prepare a final report for the vice president of instruction. The vice president of instruction shall notify the student, faculty member, and the appropriate dean of the committee's decision.

Further appeal shall be made in accordance with the Student Complaint policy (above), beginning at Level Three.

## 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 is 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.

### Limits on 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 of administrative services for the conduct of such activity;
2. The sale or offer for sale of any food or drink item in an area designated in advance by the vice president of administrative services or a designated representative for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District's regulations on use of facilities; (See [policy FLAA](#)).
4. 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 are scheduled in accordance with College District regulations; or
5. 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), Internal Revenue Code.

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 of administrative services.

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

### 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 of 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 disturb or interfere with 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, embarrass, 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 of administrative services.

If the vice president of administrative services determines that a solicitation is being conducted in a manner violating this policy, the vice president of 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 of administrative services may revoke the registered status of the organization in accordance with ACC's Registered Student Organizations policy.

## 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 [Student Rights and Responsibilities/Student Conduct](#)) committed by a student to the vice president of 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 of student services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the vice president of 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.

### **Conference**

If, however, the vice president of student services or designee determines that the allegation warrants further consideration, the vice president of 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 of 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 of 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 of student services or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the vice president of 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 of student services or designee determines that the student committed misconduct that warrants a suspension, the vice president of 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 of student services 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 of 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 of 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 of 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 of 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 of 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 of 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 of 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 of 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 of student service's decision.

### **Expulsion Hearing**

If the vice president of 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 of 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.

### **Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of sex/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 in order to participate in a school 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.

### **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.

### **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.

### **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; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

### **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.

### **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.

### **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 ACC 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 sex, including sexual harassment or 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:

*Marilyn Dement*  
*Vice President, Student Services*  
*3110 Mustang Rd., Alvin, TX 77511*  
*(281) 756-3517*

Information on Title IX, Sexual Assault, Violence Against Women Act, Clery ACT and Campus SaVE Act can be found in the Student Handbook and on ACC's [Title IX webpage](#).

### **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 Title IX 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/Other Protected Characteristics 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.

#### **Exception**

The College District shall minimize attempts to require a student who complains of sexual harassment 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. Mediation shall not be used to resolve sexual harassment complaints.

#### **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 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:

*Stephanie Stockstill*  
*Director of Advising*  
3110 Mustang Rd., Alvin, TX 77511  
(281) 756-3517

### **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 he or she 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 of student services or designee shall reduce any oral reports to written form.

**Prohibited Conduct**

The vice president of 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, gender, national origin, disability, or age. If so, the College District shall proceed under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics, as appropriate, instead.

If the allegations could constitute both prohibited conduct and bullying, the investigation under ACC Policy, Freedom from Discrimination, Harassment, and Retaliation/Sex and Sexual Violence or Freedom from Discrimination, Harassment, and Retaliation/Other Protected Characteristics, as appropriate, shall include a determination on each type of conduct.

**Investigation of the Report**

The vice president of student services or designee shall conduct an appropriate investigation based on the allegations in the report. The vice president of 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 of student services or designee shall take additional time if necessary to complete a thorough investigation.

The vice president of 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 the process described in Student Complaints, 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 Advising Services. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Director of Advising Services.

### **FERPA**

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

### **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 - <http://www.alvincollege.edu/Campus-Police>.

### **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 of 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 of 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 of 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 of 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 of 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 on the college website at:

- <http://www.alvincollege.edu/Quick-Links/What-is-Title-IX>
- <http://www.alvincollege.edu/SexualAssault>.

## **Sexual Assault, Domestic and Dating Violence and Stalking 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** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

## **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 of Student Services, (who also serves as the student Title IX Coordinator) at 281-756-3517, Alvin Community College Counselors 281-756-3531, or Coordinator of Student Activities 281-756-3686. College employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources at 281-756-3639. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.



### **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. Access the State of Texas Sex Offender database [www. https://records.txdps.state.tx.us/sex-offender/](https://records.txdps.state.tx.us/sex-offender/).

### **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 of 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 <http://www.alvincollege.edu/StudentRighttoKnow>.

### **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. Permission will always be requested from the student prior to use.

### **Religious Holy Days**

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 disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction. The student and instructor shall abide by the decision of the Vice President of Instruction.

**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 Drug & Alcohol Prevention Program (Drug-Free Schools & Communities Act) at <http://www.alvincollege.edu/Students/CurrentStudents>.

**Tobacco Policy**

ACC Policy prohibits the possession or use of tobacco products or e-cigarettes (including vapor products) on college property. More information on smoking cessation can be found on ACC's Smoking Cessation page at <http://www.alvincollege.edu/Smoking-Cessation>.

**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.

# ACC Phone/Email Directory

281-756-3500 (For numbers not listed)

## Administrative Offices

President .....	281-756-3598
Assistant to the President / Executive Director of Development .....	281-756-3600

## Vice Presidents

Vice President of Administrative Services .....	281-756-3594
Vice President of Instruction.....	281-756-3601
Vice President of Student Services .....	281-756-3517

## Deans

Dean of Arts and Sciences.....	281-756-3718
Dean of General Education and Academic Support.....	281-756-3723
Executive Director/Dean, Continuing Education and Workforce Development .....	281-756-3789
Dean of Legal and Health Sciences .....	281-756-5601
Dean of Professional, Technical and Human Performance .....	281-756-3631

## Services

Admissions Office .....	281-756-3531
Advising Services .....	281-756-3531
<a href="mailto:advising@alvincollege.edu">advising@alvincollege.edu</a>	
Articulated Credit .....	281-756-3726
Athletics .....	281-756-3767
Bookstore .....	281-756-3681
<a href="http://www.alvincstore.com/">http://www.alvincstore.com/</a>	
Business Office/Cashier .....	281-756-3593
Café .....	281-756-3679
Campus Police .....	281-756-3700
Career Planning & Placement .....	281-756-3560
Child Development Laboratory School .....	281-756-3644
Counseling Services .....	281-756-3531
Disability Services .....	281-756-3533
<a href="mailto:ods@alvincollege.edu">ods@alvincollege.edu</a>	
Distance Education .....	281-756-3728
<a href="mailto:de@alvincollege.edu">de@alvincollege.edu</a>	
Dual Credit .....	281-756-3726
Financial Aid.....	281-756-3524
<a href="mailto:fa@alvincollege.edu">fa@alvincollege.edu</a>	
Fiscal Affairs/Comptroller .....	281-756-3509
Fitness Center.....	281-756-3691
Graduation .....	281-756-3506
Hazlewood .....	281-756-3504
Honors Program .....	281-756-3742
Human Resources .....	281-756-3639
Information Technology .....	281-756-3544

## [ITservices@alvincollege.edu](mailto:ITservices@alvincollege.edu)

Institutional Effectiveness/Research .....	281-756-3663
International Students .....	281-756-3531
KACC Radio-TV .....	281-756-3767
Learning Lab/Tutoring .....	281-756-3557
Learning Lab/Online Tutoring... <a href="https://AlvinCollege.Upswing.io">https://AlvinCollege.Upswing.io</a>	
Library .....	281-756-3559
Marketing & Media .....	281-756-3567
Physical Plant .....	281-756-3583
Police (Campus) .....	281-756-3700
Public Relations Office .....	281-756-3600
Registrar .....	281-756-3501
Retention & Student Success .....	281-756-3553
Student Activities Office .....	281-756-3686
Student Employment .....	281-756-3560
TDCJ .....	281-756-3568
Technical Programs .....	281-756-5601 or 3631
Testing (Assessment) .....	281-756-3526
Theatre Box Office .....	281-756-3606
Transfer Evaluation .....	281-756-3505
Upward Bound Program .....	281-756-3849
Veteran's Certification Services .....	281-756-3504
Web Services .....	281-756-3567
<a href="mailto:WebServices@alvincollege.edu">WebServices@alvincollege.edu</a>	

## Academic and Technical Departments

Academic Foundations .....	281-756-3556
Accounting .....	281-756-3812
Agriculture .....	281-756-5669
Allied Health Programs .....	281-756-5610
Art .....	281-756-3605
<a href="mailto:arts@alvincollege.edu">arts@alvincollege.edu</a> or <a href="mailto:visualarts@alvincollege.edu">visualarts@alvincollege.edu</a>	
Astronomy .....	281-756-5670
<a href="mailto:astronomy@alvincollege.edu">astronomy@alvincollege.edu</a>	
Biology .....	281-756-5669
<a href="mailto:biology@alvincollege.edu">biology@alvincollege.edu</a> or <a href="mailto:horticulture@alvincollege.edu">horticulture@alvincollege.edu</a>	
Business Programs .....	281-756-3812
Chemistry .....	281-756-5670
<a href="mailto:chemistry@alvincollege.edu">chemistry@alvincollege.edu</a>	
Child Development & Education .....	281-756-3644
<a href="mailto:childdevelop@alvincollege.edu">childdevelop@alvincollege.edu</a> or <a href="mailto:education@alvincollege.edu">education@alvincollege.edu</a>	
Communications-Radio/TV .....	281-756-3767
<a href="mailto:radioTV@alvincollege.edu">radioTV@alvincollege.edu</a>	
Computer Information Technology/Networking... 281-756-3822	
<a href="mailto:computerinfotech@alvincollege.edu">computerinfotech@alvincollege.edu</a>	
Court Reporting .....	281-756-3757
<a href="mailto:courtreporting@alvincollege.edu">courtreporting@alvincollege.edu</a>	

Criminal Justice/Police Academy .....281-756-3951  
[law@alvincollege.edu](mailto:law@alvincollege.edu)  
 Culinary Arts .....281-756-3949  
[chef@alvincollege.edu](mailto:chef@alvincollege.edu)  
 Diagnostic Cardiovascular Sonography (DCVS) 281-756-5650  
[sonography@alvincollege.edu](mailto:sonography@alvincollege.edu)  
 DCVS Volunteers for Free Scans .....281-756-5625  
 Drama .....281-756-3607  
[drama@alvincollege.edu](mailto:drama@alvincollege.edu)  
 Emergency Medical Technology .....281-756-5640  
[EMT@alvincollege.edu](mailto:EMT@alvincollege.edu)  
 English .....281-756-3713  
 Foreign Language .....281-756-5681  
[foreignlanguages@alvincollege.edu](mailto:foreignlanguages@alvincollege.edu)  
 Geology .....281-756-5670  
[geology@alvincollege.edu](mailto:geology@alvincollege.edu)  
 Government and Economics.....281-756-3742  
 History .....281-756-3948  
[history@alvincollege.edu](mailto:history@alvincollege.edu)  
 Human Services and Substance Addiction Counseling  
 .....281-756-3652  
[mentalhealth@alvincollege.edu](mailto:mentalhealth@alvincollege.edu) or  
[humanservices@alvincollege.edu](mailto:humanservices@alvincollege.edu)  
 Industrial Design Technology .....281-756-3784  
[IDT@alvincollege.edu](mailto:IDT@alvincollege.edu)  
 Management .....281-756-3812  
[MGMT@alvincollege.edu](mailto:MGMT@alvincollege.edu)  
 Mathematics .....281-756-3707  
[math@alvincollege.edu](mailto:math@alvincollege.edu)  
 Music .....281-756-3587  
[music@alvincollege.edu](mailto:music@alvincollege.edu)  
 Neurodiagnostic Technology .....281-756-5644  
[NDT@alvincollege.edu](mailto:NDT@alvincollege.edu)  
 Nursing-Associate Degree .....281-756-5630

[nursing@alvincollege.edu](mailto:nursing@alvincollege.edu)  
 Nursing - Vocational .....281-756-5630  
[nursing@alvincollege.edu](mailto:nursing@alvincollege.edu)  
 Office Administration .....281-756-3822  
[officeadmin@alvincollege.edu](mailto:officeadmin@alvincollege.edu)  
 Paralegal .....281-756-3642  
[paralegal@alvincollege.edu](mailto:paralegal@alvincollege.edu)  
 Pharmacy Technician .....281-756-3805  
[pharmacytech@alvincollege.edu](mailto:pharmacytech@alvincollege.edu)  
 Physics .....281-756-5670  
[physics@alvincollege.edu](mailto:physics@alvincollege.edu)  
 Polysomnography - Sleep Medicine .....281-756-5655  
[polysom@alvincollege.edu](mailto:polysom@alvincollege.edu) or [sleepstudy@alvincollege.edu](mailto:sleepstudy@alvincollege.edu)  
 Process Technology .....281-756-3785  
[processtech@alvincollege.edu](mailto:processtech@alvincollege.edu)  
 Psychology and Sociology .....281-756-5680  
[psychology@alvincollege.edu](mailto:psychology@alvincollege.edu) or [sociology@alvincollege.edu](mailto:sociology@alvincollege.edu)  
 Respiratory Care .....281-756-5661  
[respiratorycare@alvincollege.edu](mailto:respiratorycare@alvincollege.edu)  
 Social Sciences .....281-756-5680  
 Speech .....281-756-3612  
 Sports & Human Performance .....281-756-3692  
[PHED@alvincollege.edu](mailto:PHED@alvincollege.edu)

**Continuing Education Workforce Development**

.....281-756-3787  
 ABE/GED .....281-756-3995  
 Health and Medical.....281-756-3787  
 Industrial Training (CNC Mach./CDL/Welding/Pipefitting)  
 .....281-756-3787  
 Information Technology .....281-756-3787  
 Safety Education (License to Carry & Motorcycle Safety)  
 .....281-756-3787  
 Community/Special Interest Programs.....281-756-3787

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